MSRB Gateway User Manual for Dealers and Municipal Advisors

Version 1.4, August 2015

MSRB
Municipal Securities Rulemaking Board

Revision History

Version	Date	Description of Changes
1.0	April 2012	Initial version. Created to accommodate increased account management for Issuers, Obligated Persons and Agents.
1.1	July 2012	Update Gateway Main Menu images.
1.2	November 2012	Updated language to reflect Optional G-40 Contacts have similar functional to Primary G-40 Contacts and updated screenshots which show the validation checkbox on the Primary G-40 contact's information.
1.3	May 2014	Information on registration functionality is now available in the MRSB Registration Manual to reflect changes to the process under MSRB Rule A-12.
1.4	August 2015	Updated the Resources and Support section to reflect the change in hours of operation for Email Support.

Resources and Support

MSRB Website: www.msrb.org
EMMA Website: emma.msrb.org

For assistance, contact MSRB Support at 202-838-1330 or MSRBsupport@msrb.org.
Live Support: 7:30 a.m. - 6:30 p.m. ET
Email Support: 7:00 a.m. – 7:00 p.m. ET

Municipal Securities Rulemaking Board
1300 I Street NW, Suite 1000
Washington, DC 20005
Tel: 202-838-1500
Fax: 202-898-1500

Table of Contents

Introduction **4**

Part 1: Gateway Accounts **6**

Access MSRB Gateway 7
Making Submissions to EMMA or other Transparency Systems 8

Part 2: Account Administration **9**

Access User Accounts 10
Update User Account and Save Changes 12
Confirm Updates Made To User Account 13
Create New User Account 13
Grant User Account Access Rights 15
Disable User Account 18
Re-Enable User Account 20

Part 3: Global User Management Functions **23**

Modify User Account Details 23
View Account Administrators 26
View User Account History 27
Password Management 29
Create Password for New User Account 29
Forgot User Password 32
User Initiated Password Reset 34

Part 4: Agent Designation Overview **36**

Agent Relationships Overview 37
View Relationships with an Agent Organization 39
Send Agent Designation Request 40
Request to Act as an Agent 44
Accept or Decline an Agent Designation Request 46
Manage Agent Designation Rights 49
Deactivation of Agent Relationship 51

Part 5: Groups **53**

Group Roles and Responsibilities 53
Create a New Group 55
Add User to a Group 57
Delete User from a Group 59
Create Global Account Administrator 60
Remove Global Account Administrator 61
Create Group Account Administrator 63
Remove Group Account Administrator from a Group 66
Delete a Group 69

Introduction

The Municipal Securities Rulemaking Board (MSRB) protects investors, issuers of municipal securities, entities whose credit stands behind municipal securities and public pension plans by promoting a fair and efficient municipal market. The MSRB fulfills this mission by regulating securities firms, banks and municipal advisors that engage in municipal securities and advisory activities. To further protect market participants, the MSRB promotes disclosure and market transparency through its Electronic Municipal Market Access (EMMA®) website, provides education and conducts extensive outreach. The MSRB has operated under Congressional mandate with oversight by the Securities and Exchange Commission since 1975.

The EMMA website is a centralized online database operated by the MSRB that provides free public access to official disclosure documents and trade data associated with municipal bonds issued in the United States. In addition to current credit rating information, the EMMA website also makes available real-time trade prices and primary market and continuing disclosure documents for over one million outstanding municipal bonds, as well as current interest rate information, liquidity documents and other information for most variable rate municipal securities.

MSRB Gateway serves as a secure access point for all MSRB systems. Dealers and municipal advisors are required to register with the MSRB via the online registration process in Gateway before an MSRB Gateway account is created[1]. Once the MSRB Gateway account is created, the Master Account Administrator and Account Administrator are able to add additional user accounts to their organization and grant access rights to various MSRB systems to those users.

Staff of dealers and municipal advisors who have been granted user rights by their account administrators can use Gateway to access all MSRB systems including and not limited to the systems listed below.

- Electronic Municipal Market Access (EMMA®)
- RTRS Web
- Short-term Obligation Rate Transparency (SHORT) System
- G-37 submission portal

[1] The MSRB Registration Manual provides instructions on how to complete the MSRB registration process using Form A-12 in MSRB Gateway. To begin the registration process, go to the MSRB website msrb.org .

Dealers can grant appointed agents access to MSRB Gateway to submit documents or information to the MSRB on their behalf (e.g. primary market documents in connection with the MSRB's EMMA system). Dealers can also grant Gateway access to program dealers, remarketing agents, auction agents and designated agents for submitting information to MSRB's SHORT system.

The groups feature in Gateway makes user account management easier for large organizations. This feature allows the Master Account Administrator to create smaller groups of users which are managed by a group account administrator.

Part 1: Gateway Accounts

MSRB Gateway accounts are classified as one of the roles described below.

Master Account Administrator
The Master Account Administrator, also known as the Primary Regulatory Contact, is created during the MSRB registration process. According to MSRB Rule A-12, each broker, dealer, municipal securities dealer, or municipal advisor must appoint a Primary Regulatory Contact. For broker dealer organizations, the Primary Regulatory Contact must be a registered municipal securities principal. The Primary Regulatory Contact will automatically assume the role of Master Account Administrator.

The Master Account Administrator can manage all user accounts in Gateway. Account management functions include:

- Manage organization details
- Add new user accounts
- Modify user account profile
- Grant user account access rights
- Disable/re-enable user accounts
- Appoint Account Administrators to assist with account management functions

Account Administrator
The Master Account Administrator may appoint one or more Account Administrators to assist them with account management functions, by granting a user Account Administrator account access rights. Account Administrators can perform all the same account management functions as the Master Account Administrator, but they cannot manage the Master Account Administrator's account or the organization details.

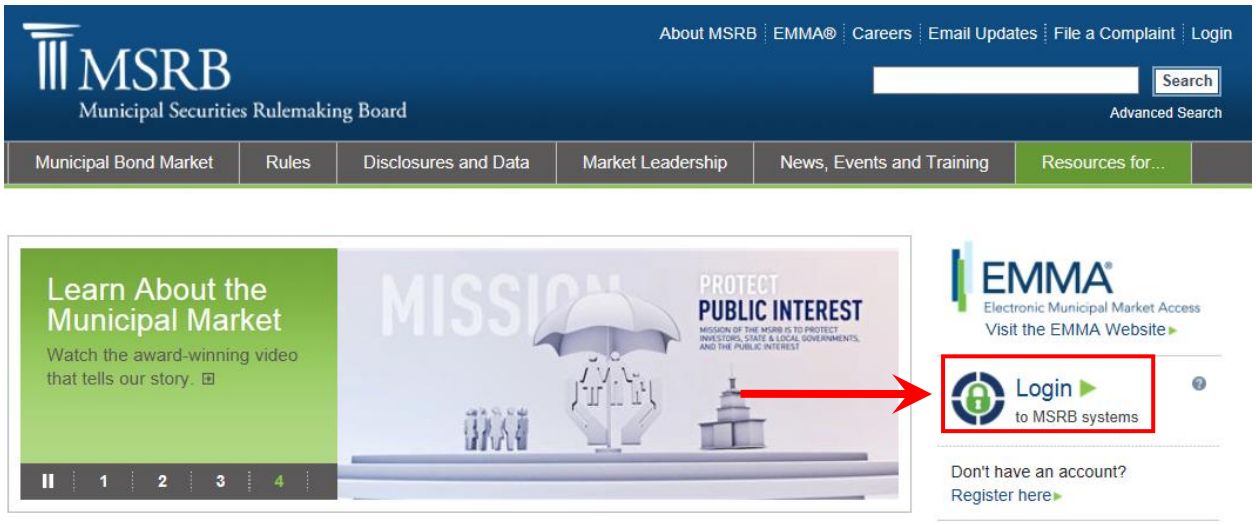
Gateway User
All individuals registered in Gateway are classified as a Gateway User (User). Each user is responsible for keeping their user account details current. Users can edit the following information on their own account:

- Email address
- Address
- Phone numbers

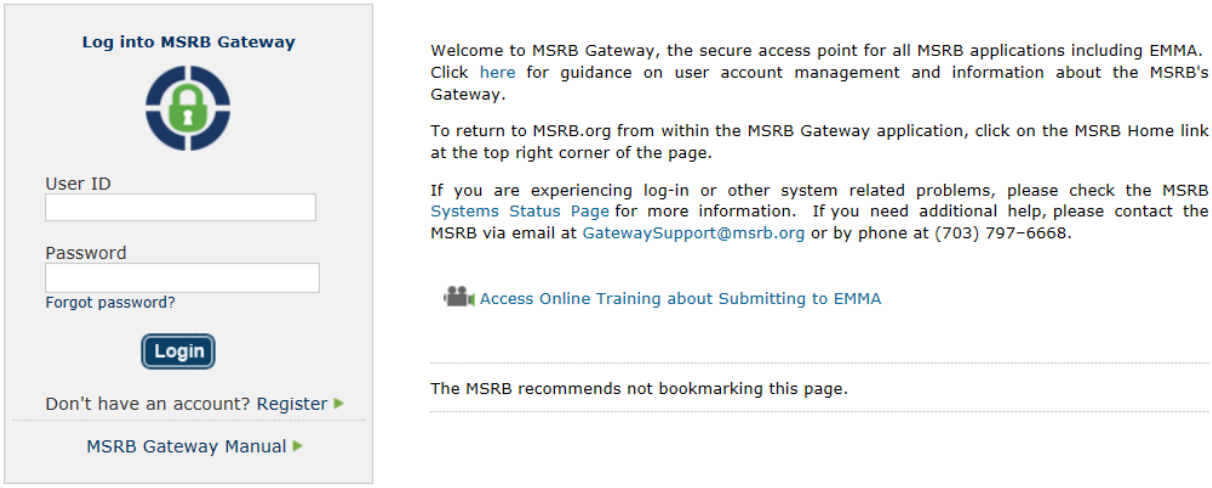
Access MSRB Gateway

To access MSRB Gateway, an MSRB Gateway account with a valid User ID and password is required. If you do not have a Gateway account and you are a broker, dealer, municipal securities dealer or a municipal advisor, contact an account administrator to create your MSRB Gateway account.

Go to msrb.org and click **Login**.



Enter your **User ID** and **Password** then click the **Login** button.

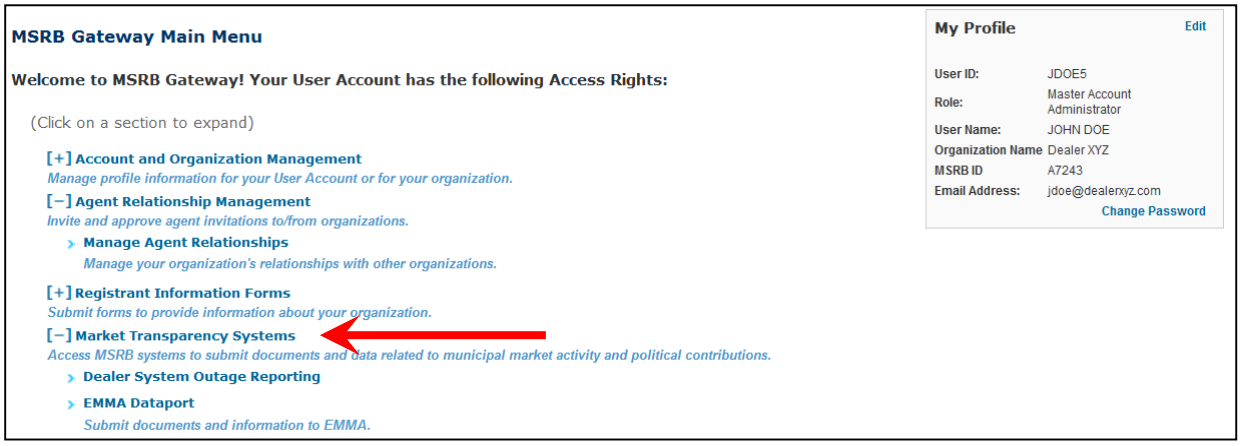

Log into MSRB Gateway
User ID
Password
Forgot password?
Login
Don't have an account? Register
MSRB Gateway Manual
Welcome to MSRB Gateway, the secure access point for all MSRB applications including EMMA. Click here for guidance on user account management and information about the MSRB's Gateway.
To return to MSRB.org from within the MSRB Gateway application, click on the MSRB Home link at the top right corner of the page.
If you are experiencing log-in or other system related problems, please check the MSRB Systems Status Page for more information. If you need additional help, please contact the MSRB via email at GatewaySupport@msrb.org or by phone at (703) 797-6668.
Access Online Training about Submitting to EMMA
The MSRB recommends not bookmarking this page.

You are directed to the MSRB Gateway Main Menu.

MSRB Gateway Main Menu
Welcome to MSRB Gateway! Your User Account has the following Access Rights:
(Click on a section to expand)
[+] Account and Organization Management
Manage profile information for your User Account or for your organization.
[−] Agent Relationship Management
Invite and approve agent invitations to/from organizations.
Manage Agent Relationships
Manage your organization's relationships with other organizations.
[+] Registrant Information Forms
Submit forms to provide information about your organization.
[−] Market Transparency Systems
Access MSRB systems to submit documents and data related to municipal market activity and political contributions.
Dealer System Outage Reporting
EMMA Dataport
Submit documents and information to EMMA.
My Profile
Edit
User ID: JDOE5
Role: Master Account Administrator
User Name: JOHN DOE
Organization Name Dealer XYZ
MSRB ID A7243
Email Address: jdoe@dealerxyz.com
Change Password

Making Submissions to EMMA or other Transparency Systems

MSRB Gateway provides links to all MSRB programs for submission of market data and disclosures. Links to the relevant applications may be found on the main Gateway page under the Market Transparency Systems heading. Clicking on the link will take you out of Gateway.


MSRB Gateway Main Menu
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(Click on a section to expand)
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Manage profile information for your User Account or for your organization.
[−] Agent Relationship Management
Invite and approve agent invitations to/from organizations.
Manage Agent Relationships
Manage your organization's relationships with other organizations.
[+] Registrant Information Forms
Submit forms to provide information about your organization.
[−] Market Transparency Systems
Access MSRB systems to submit documents and data related to municipal market activity and political contributions.
Dealer System Outage Reporting
EMMA Dataport
Submit documents and information to EMMA.
My Profile
Edit
User ID: JDOE5
Role: Master Account Administrator
User Name: JOHN DOE
Organization Name Dealer XYZ
MSRB ID A7243
Email Address: jdoe@dealerxyz.com
Change Password

If you do not see a link to the system you need to access, it is because your account has not been granted the required access right. If you are an account administrator, you may grant yourself the appropriate right. Otherwise, you will need to contact a person at your firm with account administration rights.

Part 2: Account Administration

Gateway Account Administrators can perform the following account management functions to in Gateway.

- Create new user
- Disable user account
- Re-enable user account
- Grant user account access rights
- Modify user account details

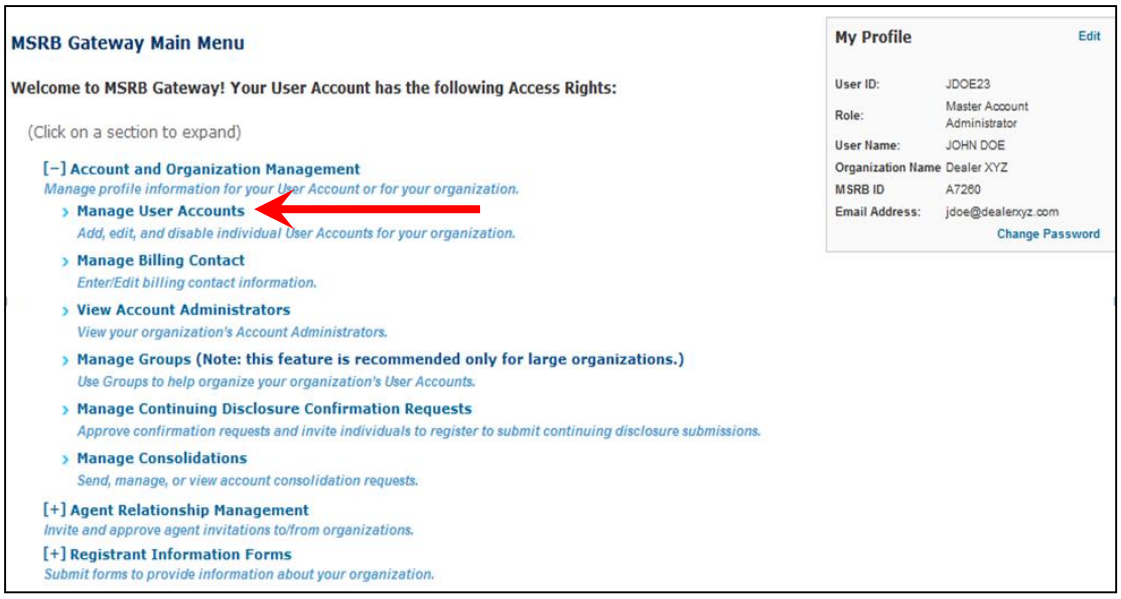
All account management functions are performed on the User Account screen.

Use the steps below to navigate to this screen. Follow these steps whenever updates are made to a user's account and refer to this section for navigation guidance as these steps will not always repeat for each scenario illustrated in this section.

After updates are made to the user's account, click through the screens to continue with the updates and confirm the changes. An email is forwarded to the user informing them of the changes to their account.

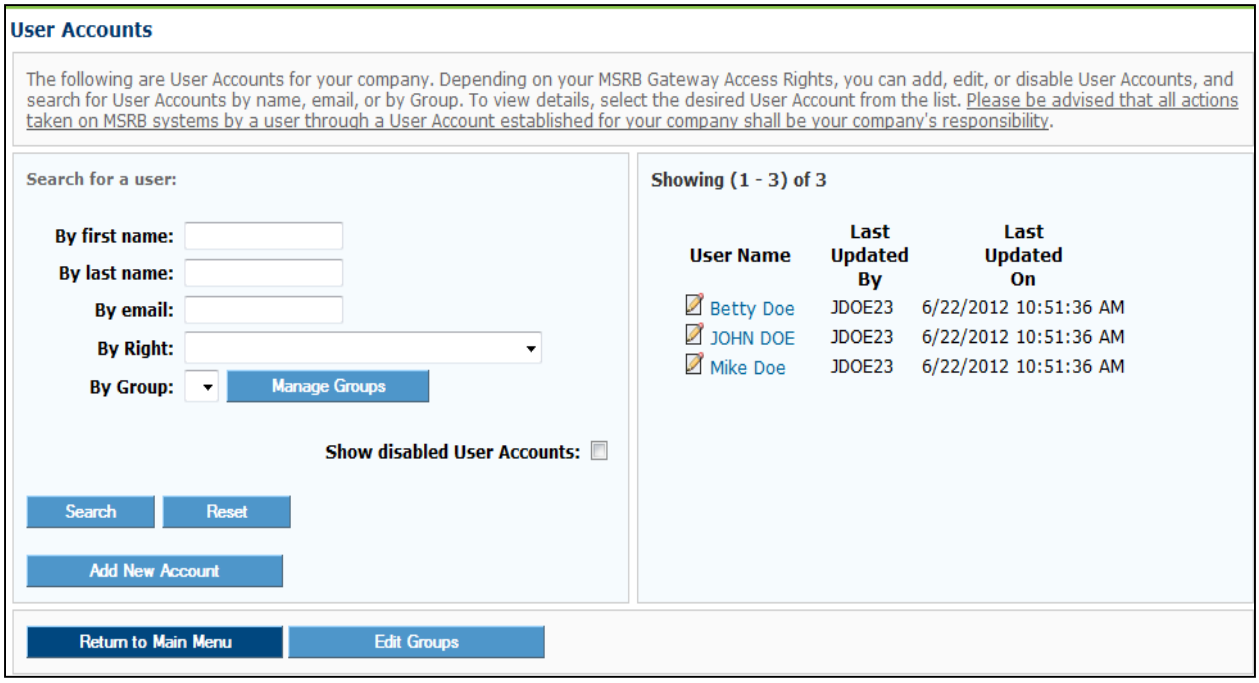
Access User Accounts

From the MSRB Gateway Main Menu, expand the **Account and Organization Management** link. Click **Manage User Accounts** to be directed to the **User Account** screen.

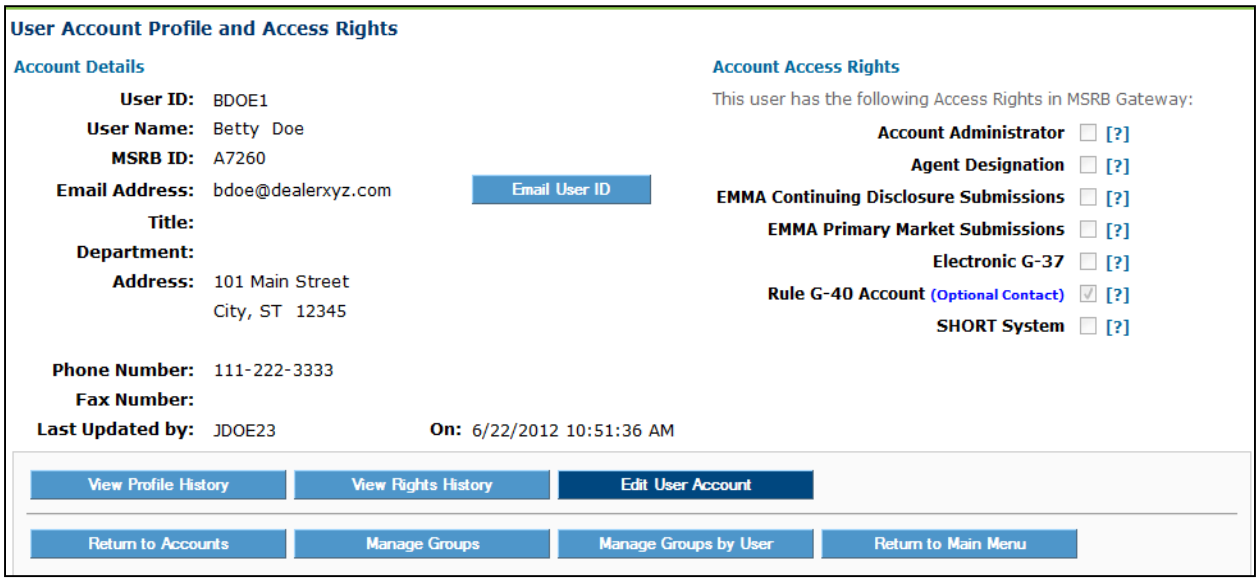

MSRB Gateway Main Menu
Welcome to MSRB Gateway! Your User Account has the following Access Rights:
(Click on a section to expand)
[−] Account and Organization Management
Manage profile information for your User Account or for your organization.
› Manage User Accounts
Add, edit, and disable individual User Accounts for your organization.
› Manage Billing Contact
Enter/Edit billing contact information.
› View Account Administrators
View your organization's Account Administrators.
› Manage Groups (Note: this feature is recommended only for large organizations.)
Use Groups to help organize your organization's User Accounts.
› Manage Continuing Disclosure Confirmation Requests
Approve confirmation requests and invite individuals to register to submit continuing disclosure submissions.
› Manage Consolidations
Send, manage, or view account consolidation requests.
[+] Agent Relationship Management
Invite and approve agent invitations to/from organizations.
[+] Registrant Information Forms
Submit forms to provide information about your organization.
My Profile
Edit
User ID: JDOE23
Role: Master Account Administrator
User Name: JOHN DOE
Organization Name Dealer XYZ
MSRB ID A7260
Email Address: jdoe@dealerxyz.com
Change Password

The User Accounts screen displays all users in the organization on the right side of the screen. From this list, double -click the user account that you would like to edit.

If a user has a Gateway account and the account is not displayed, the account may be disabled and will need to be re-enabled.

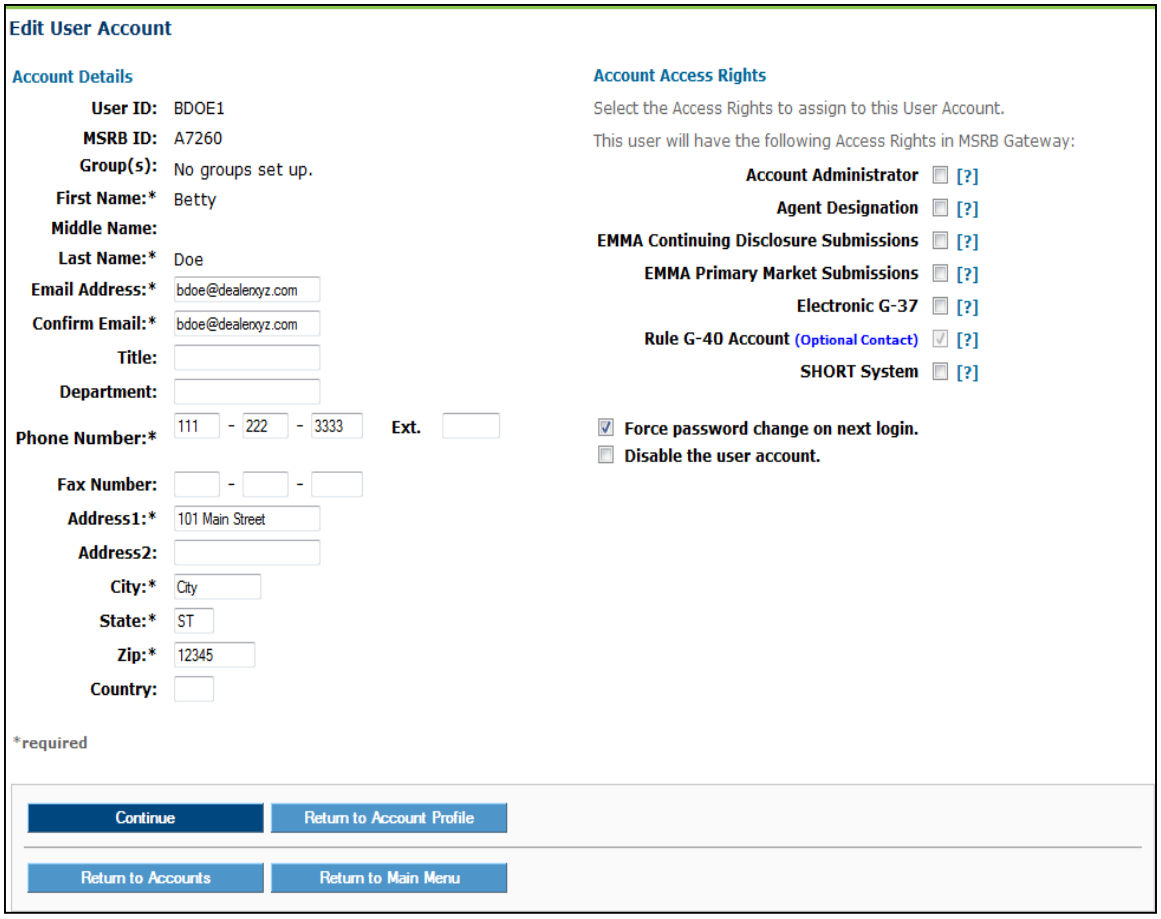

User Accounts
The following are User Accounts for your company. Depending on your MSRB Gateway Access Rights, you can add, edit, or disable User Accounts, and search for User Accounts by name, email, or by Group. To view details, select the desired User Account from the list. Please be advised that all actions taken on MSRB systems by a user through a User Account established for your company shall be your company's responsibility.
Search for a user:
By first name:
By last name:
By email:
By Right:
By Group:
Manage Groups
Show disabled User Accounts:
Search
Reset
Add New Account
Showing (1 - 3) of 3
User Name
Last Updated By
Last Updated On
Betty Doe JDOE23 6/22/2012 10:51:36 AM
JOHN DOE JDOE23 6/22/2012 10:51:36 AM
Mike Doe JDOE23 6/22/2012 10:51:36 AM
Return to Main Menu
Edit Groups

Click **Edit User Account**.

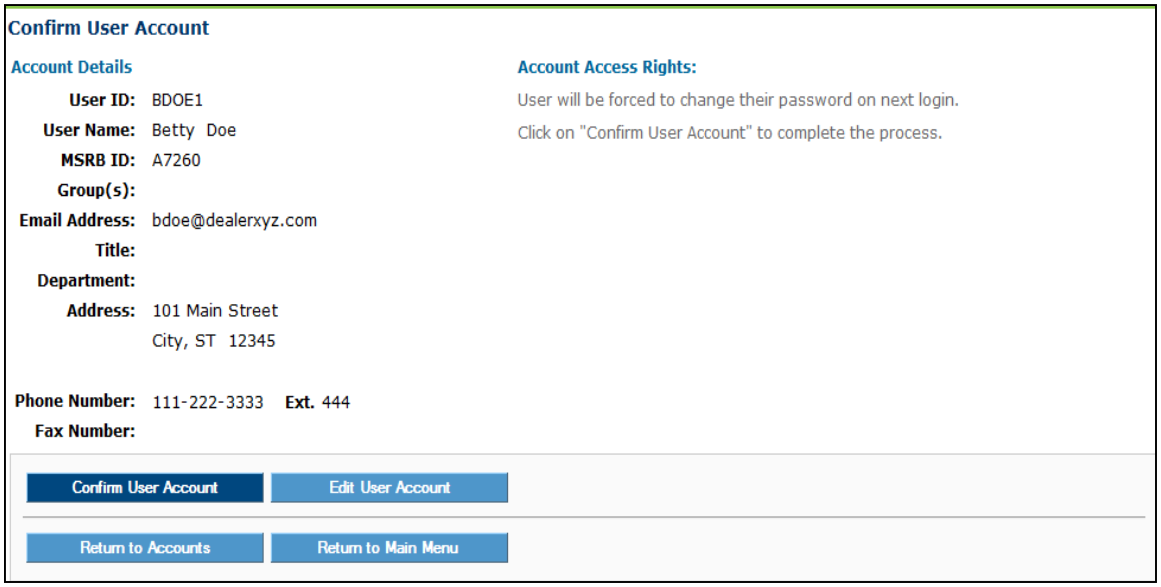


Update User Account and Save Changes

Make the appropriate updates to the account then click **Continue**. You may also click **Return to Accounts**, to abandon changes.

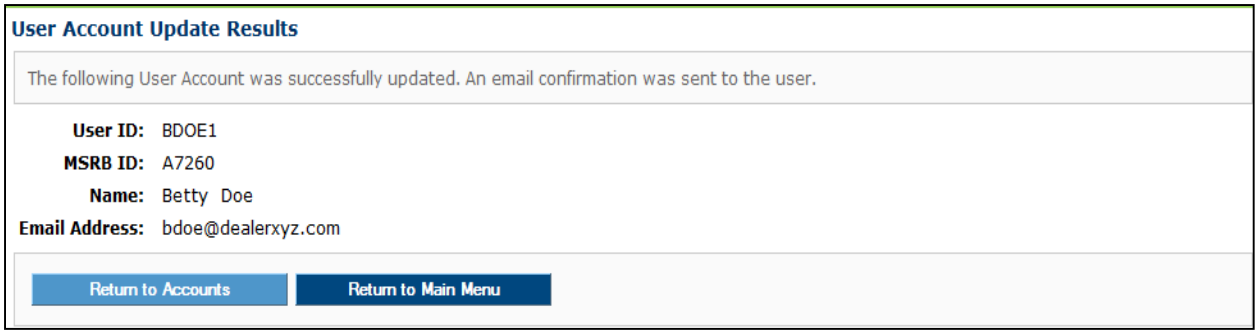


After continuing with the changes, click **Confirm User Account** to complete the update.



Confirm Updates Made To User Account

After the changes are saved, a confirmation screen appears.


User Account Update Results
The following User Account was successfully updated. An email confirmation was sent to the user.
User ID: BDOE1
MSRB ID: A7260
Name: Betty Doe
Email Address: bdoe@dealerxyz.com
Return to Accounts
Return to Main Menu

An email is sent to the account holder describing the updates made to their account as well as who made the update.

Please keep this information confidential to prevent unauthorized use of this account.

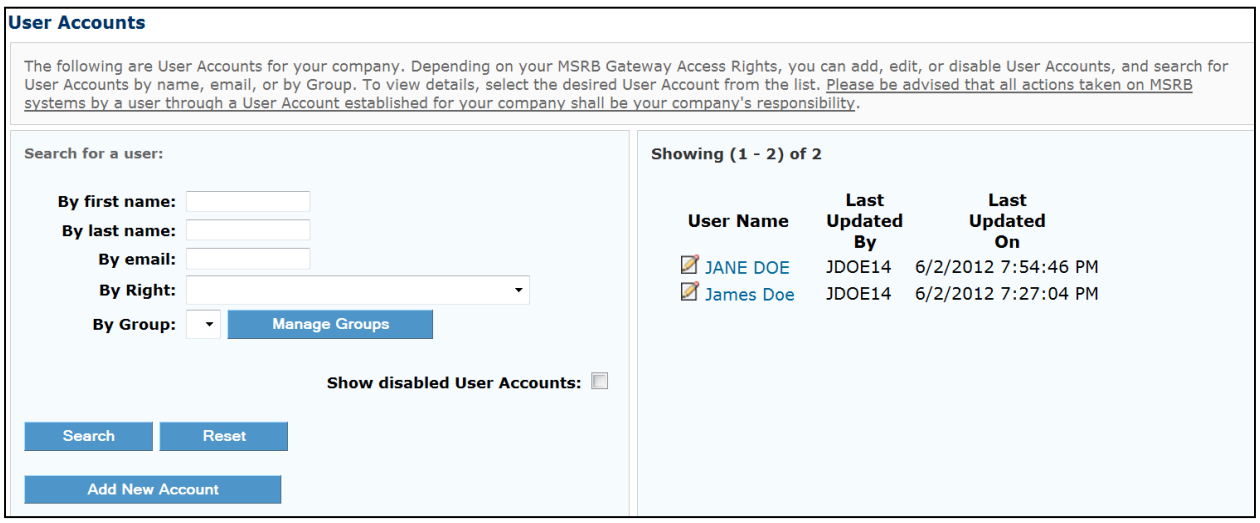
The MSRB account registered for this email address: kdoe@dealerxyz.com has been updated by James Doe (JDOE14)

You may login and check your account details and update history by going to: http://www.msrb.org/msrb1/control/default.asp

This is a system-generated e-mail PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED. If you need assistance with your account please contact an account manager at your organization. You may also obtain more information about MSRB Gateway at: https://www.msrb.org/msrb1/control/default.asp.

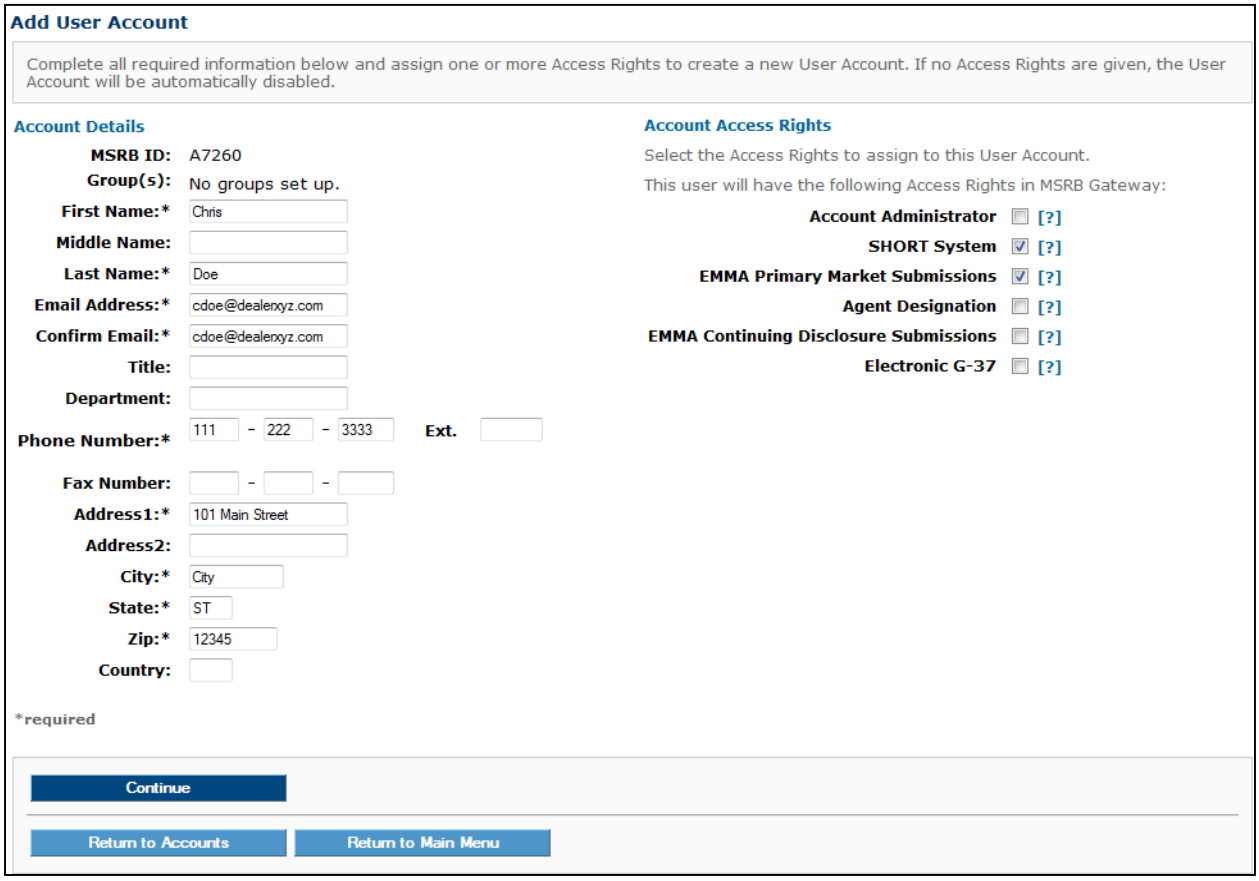
Create New User Account

From the User Accounts screen click **Add New Account**.


User Accounts
The following are User Accounts for your company. Depending on your MSRB Gateway Access Rights, you can add, edit, or disable User Accounts, and search for User Accounts by name, email, or by Group. To view details, select the desired User Account from the list. Please be advised that all actions taken on MSRB systems by a user through a User Account established for your company shall be your company's responsibility.
Search for a user:
By first name:
By last name:
By email:
By Right:
By Group:
Manage Groups
Show disabled User Accounts:
Search
Reset
Add New Account
Showing (1 - 2) of 2
User Name
Last Updated By
Last Updated On
JANE DOE JDOE14 6/2/2012 7:54:46 PM
James Doe JDOE14 6/2/2012 7:27:04 PM

Enter the account details for the user on the left side of the screen. Select the account access rights you would like to grant the user on the right side of the screen.

- Users who are granted Account Administrator rights will be an Account Administrator and will have access to other users' accounts in the organization.
- At least one account access right must be granted to a user to keep the account active. If no account access rights are granted, the account will be disabled.
- To read a description of an access right, click the **[?]** icon located next to each account access right.


Add User Account
Complete all required information below and assign one or more Access Rights to create a new User Account. If no Access Rights are given, the User Account will be automatically disabled.
Account Details
MSRB ID: A7260
Group(s): No groups set up.
First Name:* Chris
Middle Name:
Last Name:* Doe
Email Address:* cdoe@dealerxyz.com
Confirm Email:* cdoe@dealerxyz.com
Title:
Department:
Phone Number:* 111 - 222 - 3333 Ext.
Fax Number: - -
Address1:* 101 Main Street
Address2:
City:* City
State:* ST
Zip:* 12345
Country:
*required
Account Access Rights
Select the Access Rights to assign to this User Account.
This user will have the following Access Rights in MSRB Gateway:
Account Administrator [?]
SHORT System [?]
EMMA Primary Market Submissions [?]
Agent Designation [?]
EMMA Continuing Disclosure Submissions [?]
Electronic G-37 [?]
Continue
Return to Accounts
Return to Main Menu

After the user account has been created, click **Continue** to continue with the changes and **Confirm User Account** to confirm the new account.

After the Gateway account has been created, the new user will receive an email with a User ID and a link to create a password and access the user's Gateway account.

Grant User Account Access Rights

Gateway User Account Access rights are granted to a user by an Account Administrator, with the exception of the Account Administrator access right. This right can only be granted by the Master Account Administrator.

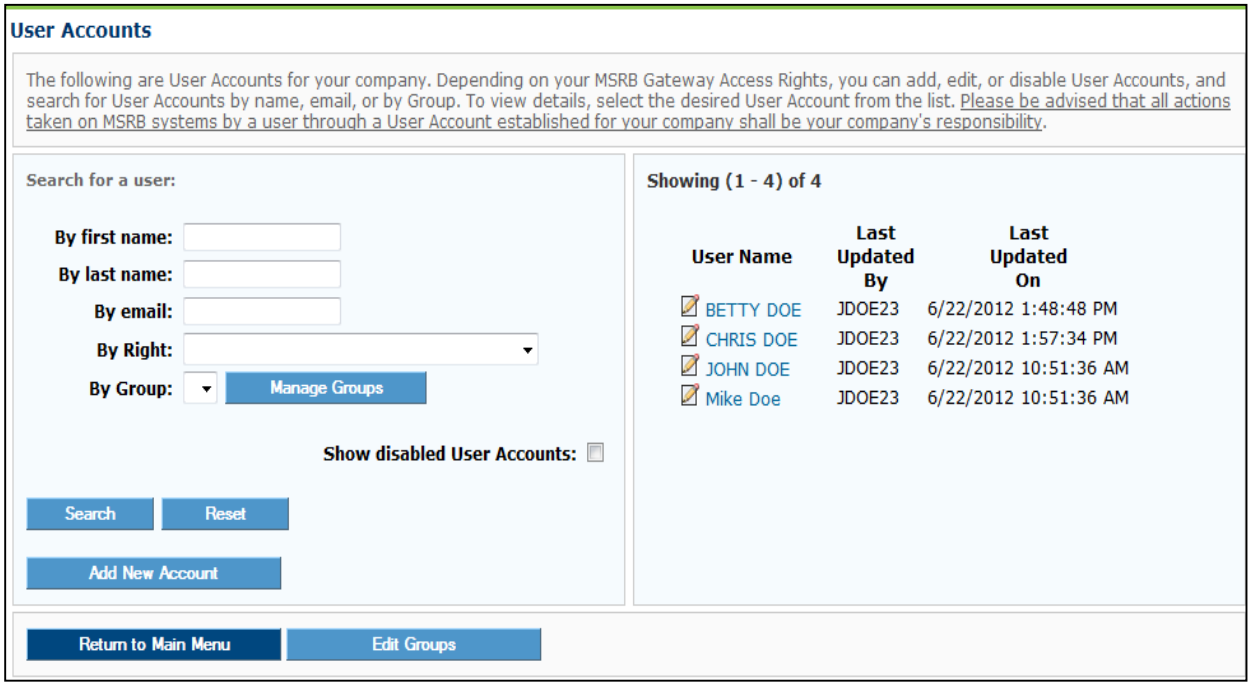
The following is a list of user account access rights that can be granted in Gateway[2]:

Account Administrator	This right can only be granted by the Master Account Administrator. Users with this right can manage other users' accounts. They can perform most functions of the Master Account Administrator, but not all.
Agent Designation	Allows access to appoint agents to submit certain documents and information to MSRB systems on behalf of your organization.
Dealer Feedback System	Application used by dealers to request transaction data about their own trades.
Dealer System Outage Report User	Application used by dealers to report system outages.
EMMA Continuing Disclosure Submissions	Make continuing disclosure filings.
EMMA Primary Market Submissions	Submit official statements and advanced refunding document.
Electronic G-37	Make political contribution filings.
RTRS Web	Allows access to RTRS Web for all functions, including input or correction of trade reports.
RTRS Web View Only	Allows limited access to RTRS Web for viewing and reports.
SHORT System	Make auction rate and variable rate submissions.

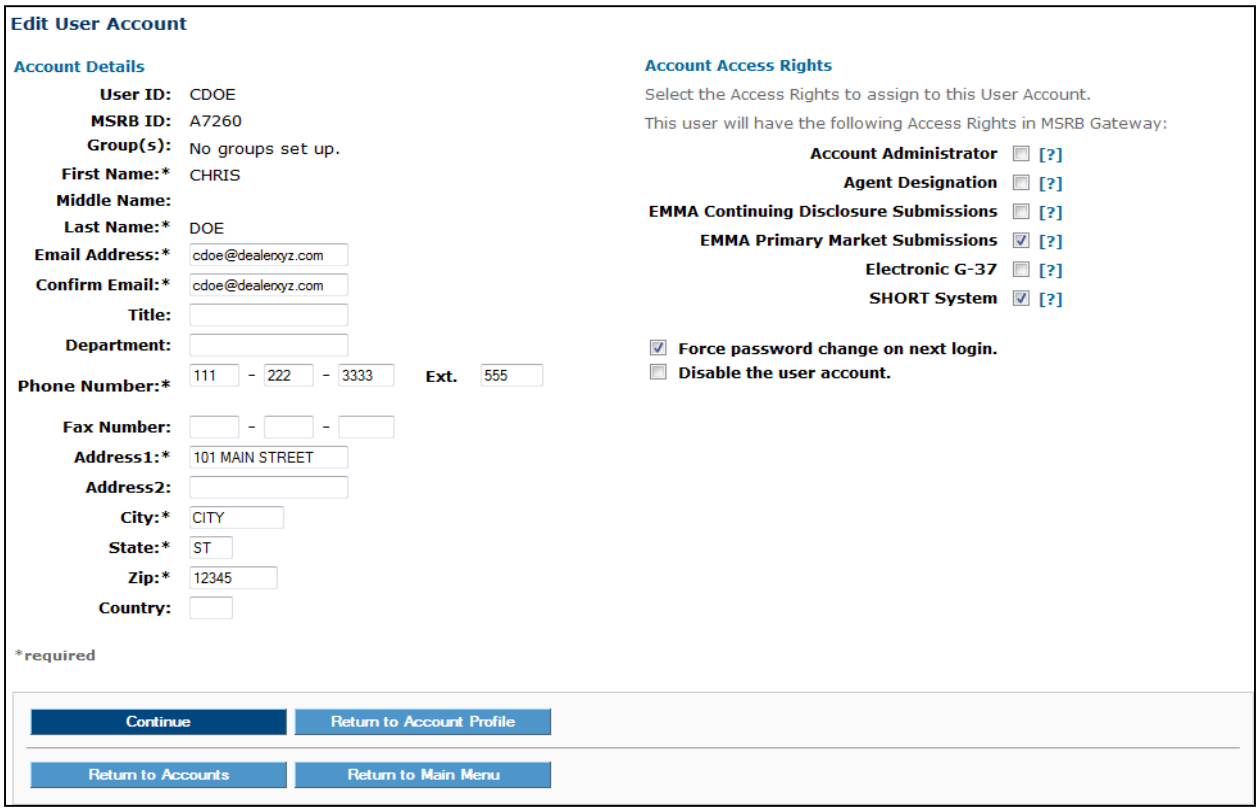
[2] The list of rights shown here is typical and subject to change. Additional rights may appear if your organization has been designated as an agent to make submissions on behalf of another organization. If you believe rights are missing, or are uncertain about a right listed, please contact MSRB Support for further information at 202-838-1330.

Use the following steps to grant user account access rights:

Navigate to the User Accounts screen and select the user to whom you will grant account access rights. Once the Account Profile is displayed, click **Edit User Accounts**.


User Accounts
The following are User Accounts for your company. Depending on your MSRB Gateway Access Rights, you can add, edit, or disable User Accounts, and search for User Accounts by name, email, or by Group. To view details, select the desired User Account from the list. Please be advised that all actions taken on MSRB systems by a user through a User Account established for your company shall be your company's responsibility.
Search for a user:
By first name:
By last name:
By email:
By Right:
By Group:
Manage Groups
Show disabled User Accounts:
Search
Reset
Add New Account
Showing (1 - 4) of 4
User Name
Last Updated By
Last Updated On
BETTY DOE JDOE23 6/22/2012 1:48:48 PM
CHRIS DOE JDOE23 6/22/2012 1:57:34 PM
JOHN DOE JDOE23 6/22/2012 10:51:36 AM
Mike Doe JDOE23 6/22/2012 10:51:36 AM
Return to Main Menu
Edit Groups

Click the account access right(s) you would like to grant the user.



Save and confirm the updates. Users can view access rights that they have been granted by expanding the **Market Transparency Systems** link on the Gateway Main Menu.

Users can determine their role as indicated in the **My Profile** box.

MSRB Gateway Main Menu
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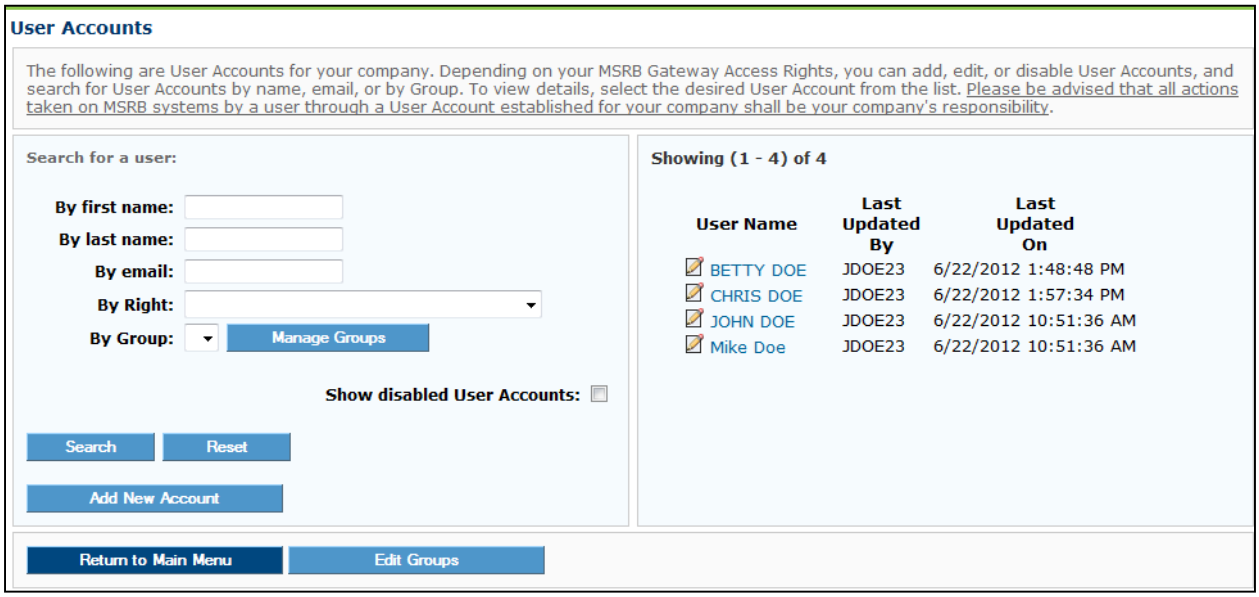
› Manage Agent Relationships
Manage your organization's relationships with other organizations.
[+] Registrant Information Forms
Submit forms to provide information about your organization.
[–] Market Transparency Systems
Access MSRB systems to submit documents and data related to municipal market activity and political contributions.
› Dealer System Outage Reporting
› EMMA Dataport
Submit documents and information to EMMA.
My Profile
Edit
User ID: JDOE5
Role: Master Account Administrator
User Name: JOHN DOE
Organization Name Dealer XYZ
MSRB ID A7243
Email Address: jdoe@dealerxyz.com
Change Password

Disable User Account

- A user with a disabled account can no longer access Gateway and will no longer appear on the organization's User Account Screen.
- If a user leaves the organization, or you would like to restrict a user from accessing the user's Gateway account, an Account Administrator can disable the account.
- A user's account will also disable automatically if no account access rights are granted to that user.
- Disabling a user account will not delete the user from Gateway; once a user account is created, it can never be deleted.
- A user's disabled account can be re-enabled at any time.

Use the following steps to disable a user account:

Navigate to the **User Accounts** screen and double-click the user you wish to disable. Click **Edit User Account**.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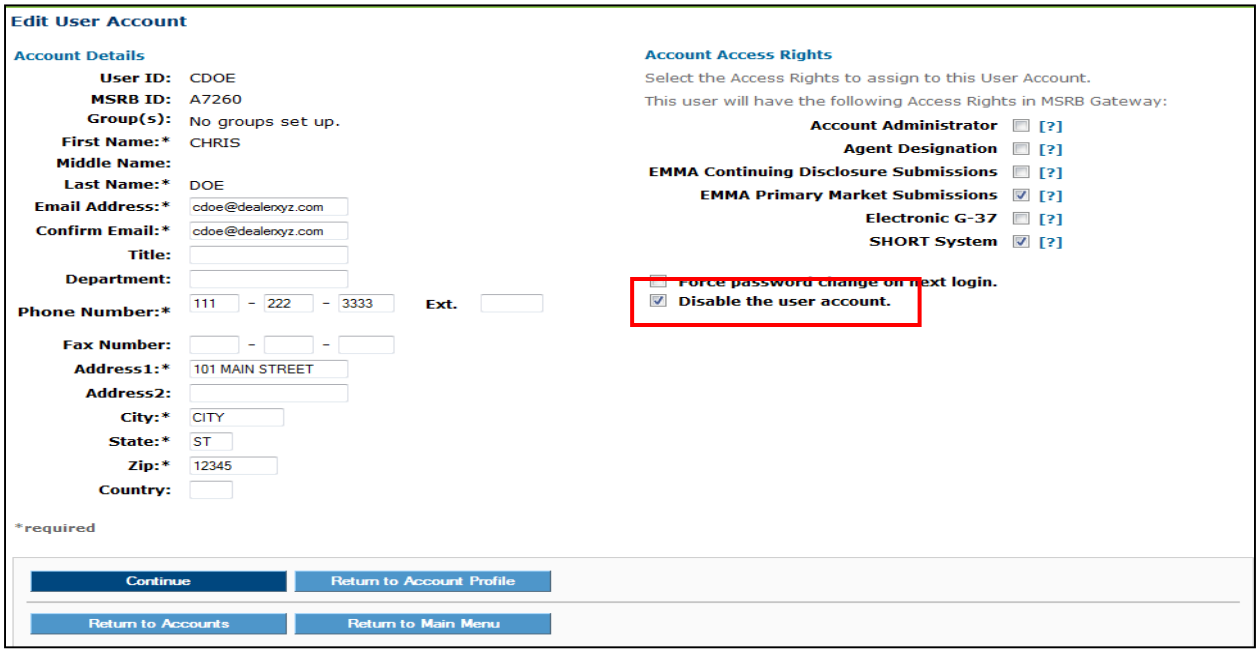
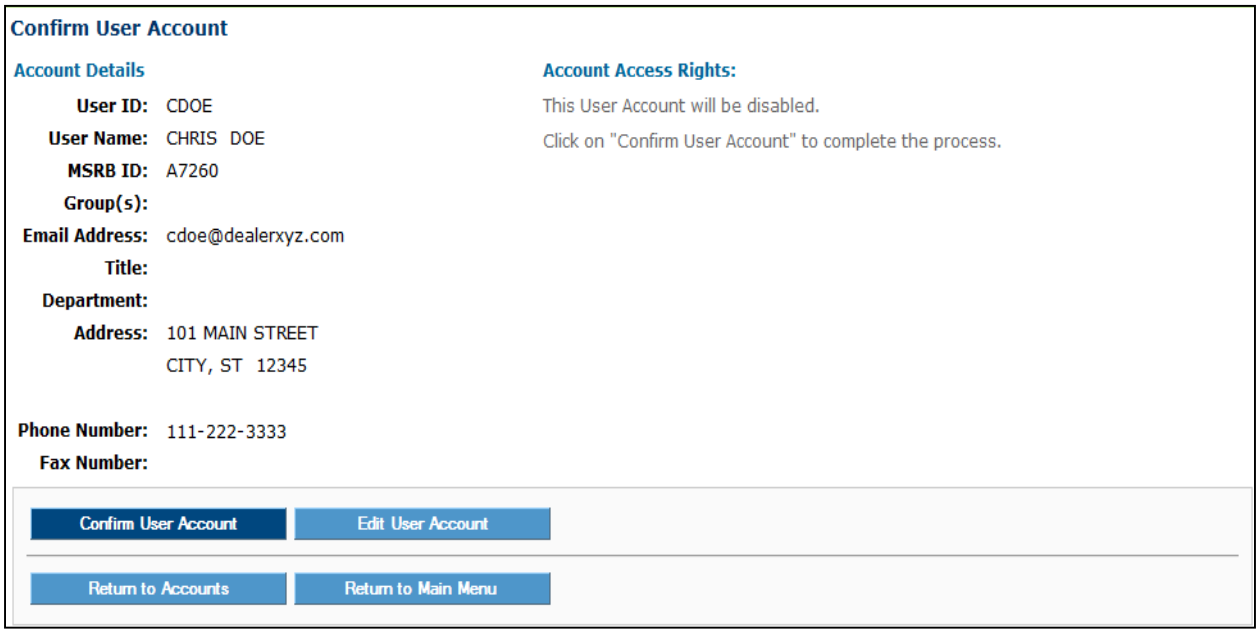
Search for a user:
By first name:
By last name:
By email:
By Right:
By Group:
Manage Groups
Show disabled User Accounts:
Search
Reset
Add New Account
Showing (1 - 4) of 4
User Name
Last Updated By
Last Updated On
BETTY DOE JDOE23 6/22/2012 1:48:48 PM
CHRIS DOE JDOE23 6/22/2012 1:57:34 PM
JOHN DOE JDOE23 6/22/2012 10:51:36 AM
Mike Doe JDOE23 6/22/2012 10:51:36 AM
Return to Main Menu
Edit Groups

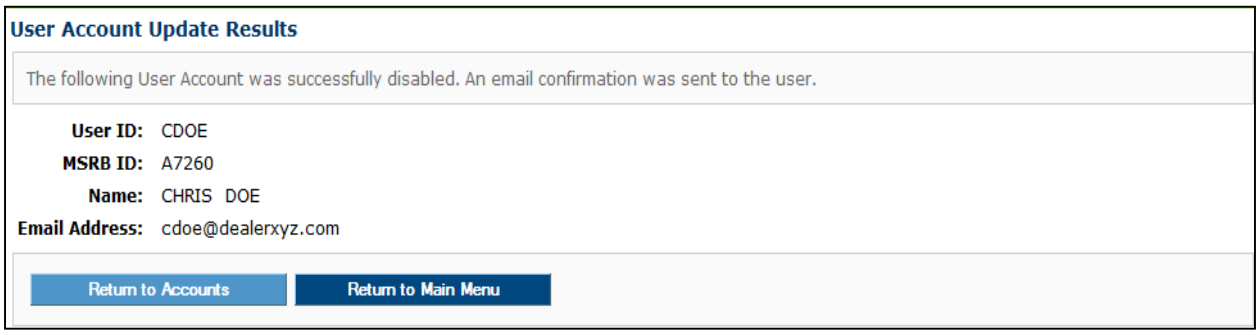
Click the checkbox next to **Disable the user account** then click **Continue**.



Click **Confirm User Account** to disable the account.

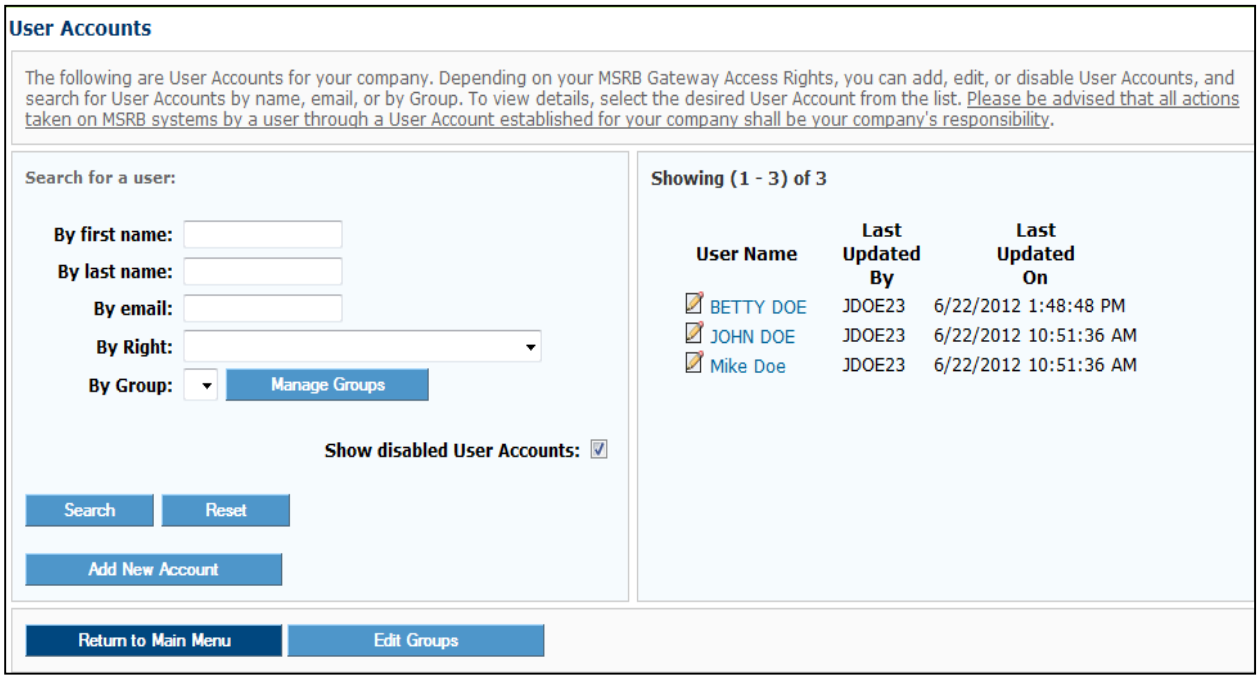


A confirmation screen appears, confirming that the account has been disabled. The user of the disabled user account receives an email stating that their account has been disabled.

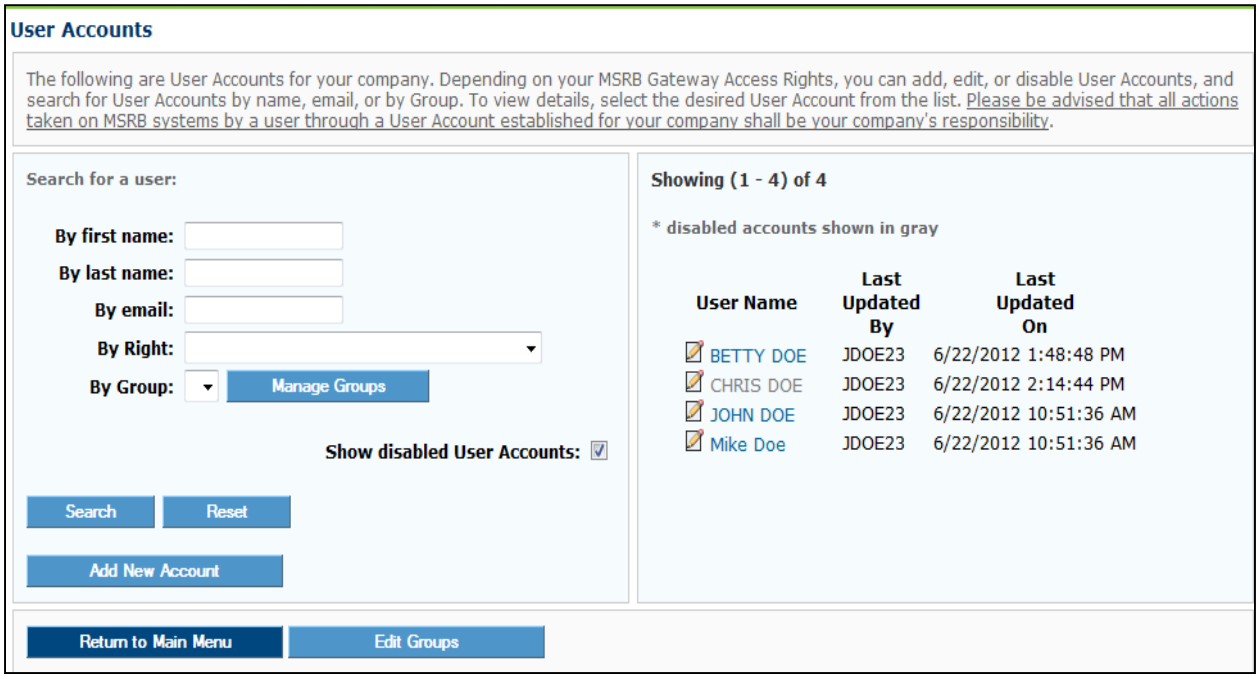

User Account Update Results
The following User Account was successfully disabled. An email confirmation was sent to the user.
User ID: CDOE
MSRB ID: A7260
Name: CHRIS DOE
Email Address: cdoe@dealerxyz.com
Return to Accounts
Return to Main Menu

Re-Enable User Account

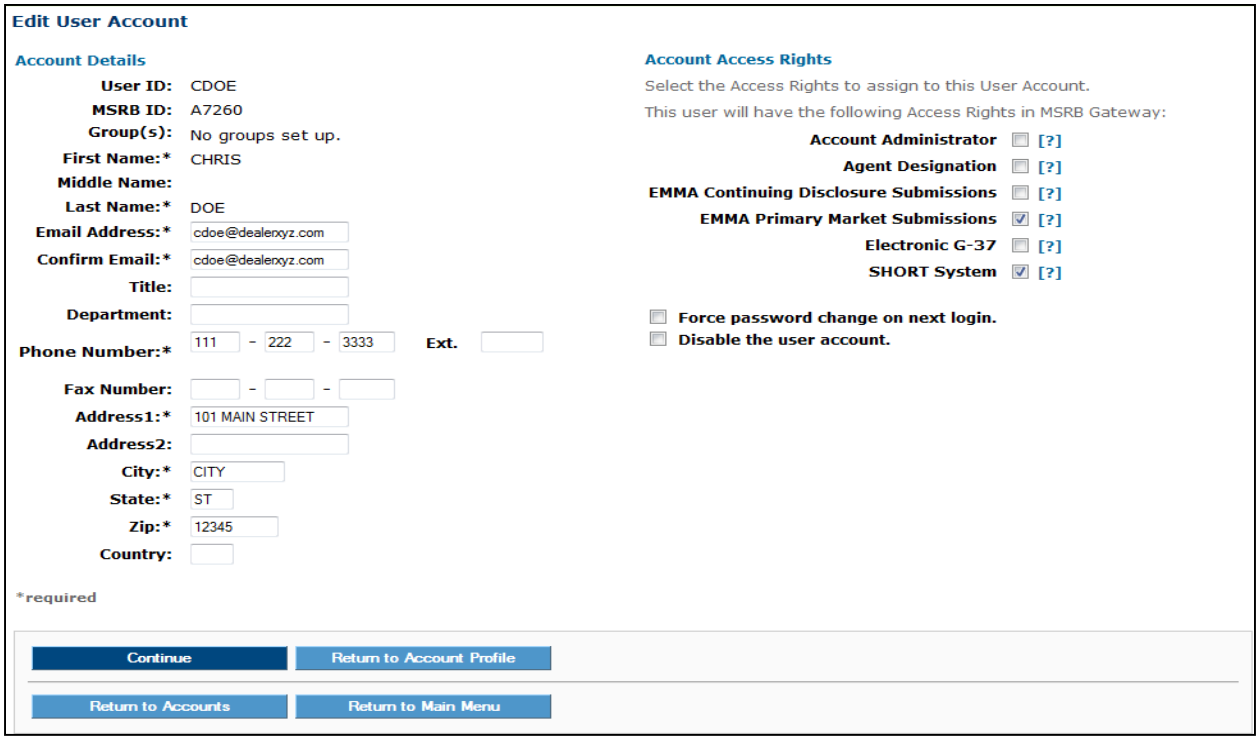
Navigate to the User Accounts screen. Click the checkbox next to **Show disabled User Accounts** then click **Search**.


User Accounts
The following are User Accounts for your company. Depending on your MSRB Gateway Access Rights, you can add, edit, or disable User Accounts, and search for User Accounts by name, email, or by Group. To view details, select the desired User Account from the list. Please be advised that all actions taken on MSRB systems by a user through a User Account established for your company shall be your company's responsibility.
Search for a user:
By first name:
By last name:
By email:
By Right:
By Group:
Manage Groups
Show disabled User Accounts:
Search
Reset
Add New Account
Showing (1 - 3) of 3
User Name
Last Updated By
Last Updated On
BETTY DOE JDOE23 6/22/2012 1:48:48 PM
JOHN DOE JDOE23 6/22/2012 10:51:36 AM
Mike Doe JDOE23 6/22/2012 10:51:36 AM
Return to Main Menu
Edit Groups

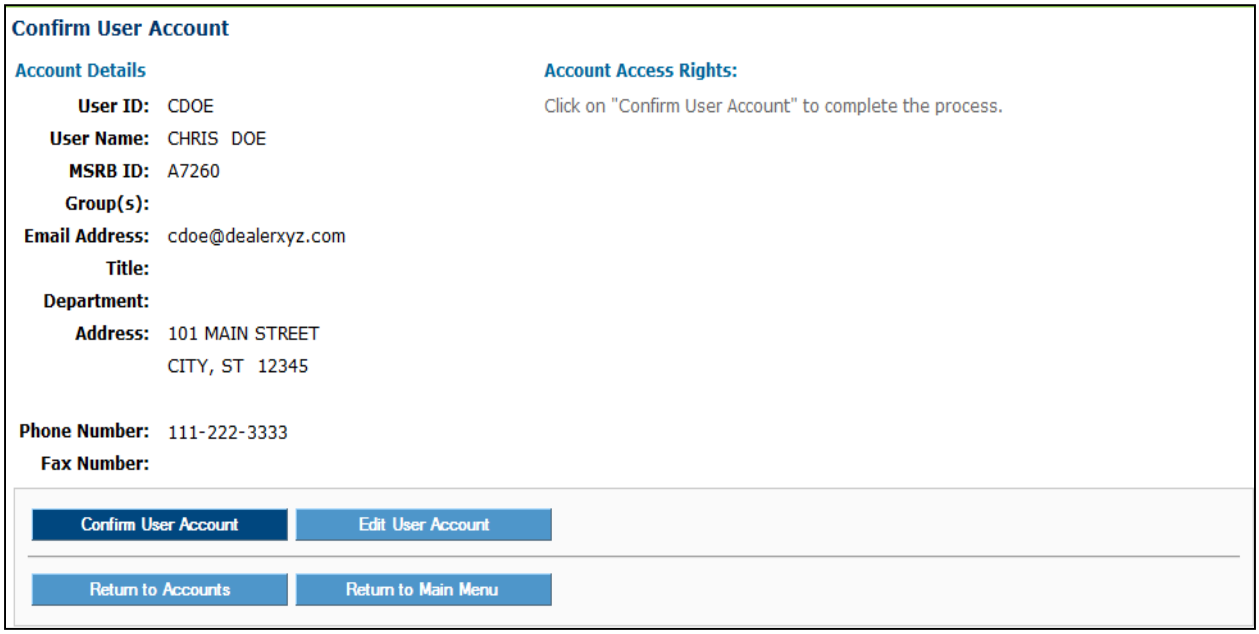
A list of all user accounts will be displayed on the right. Disabled user accounts will be grayed out. Select the user account that you wish to re-enable and edit the user's account.


User Accounts
The following are User Accounts for your company. Depending on your MSRB Gateway Access Rights, you can add, edit, or disable User Accounts, and search for User Accounts by name, email, or by Group. To view details, select the desired User Account from the list. Please be advised that all actions taken on MSRB systems by a user through a User Account established for your company shall be your company's responsibility.
Search for a user:
By first name:
By last name:
By email:
By Right:
By Group:
Manage Groups
Show disabled User Accounts:
Search
Reset
Add New Account
Showing (1 - 4) of 4
* disabled accounts shown in gray
User Name
Last Updated By
Last Updated On
BETTY DOE JDOE23 6/22/2012 1:48:48 PM
CHRIS DOE JDOE23 6/22/2012 2:14:44 PM
JOHN DOE JDOE23 6/22/2012 10:51:36 AM
Mike Doe JDOE23 6/22/2012 10:51:36 AM
Return to Main Menu
Edit Groups

Click **Edit User Account** then de-select the **Disable the user account** by clicking on the check mark. Ensure that the user is granted at least one account access right. Click **Continue**.



The Account Details screen will appear. Click **Confirm User Account**.



A confirmation screen displays the update. The user will receive a confirmation email indicating that his/her account has been re-enabled.

Part 3: Global User Management Functions

Basic account management functions are available to all users. These functions include:

- Modifying user account details
- Viewing account administrators in the organization
- Viewing user account history
- Managing passwords

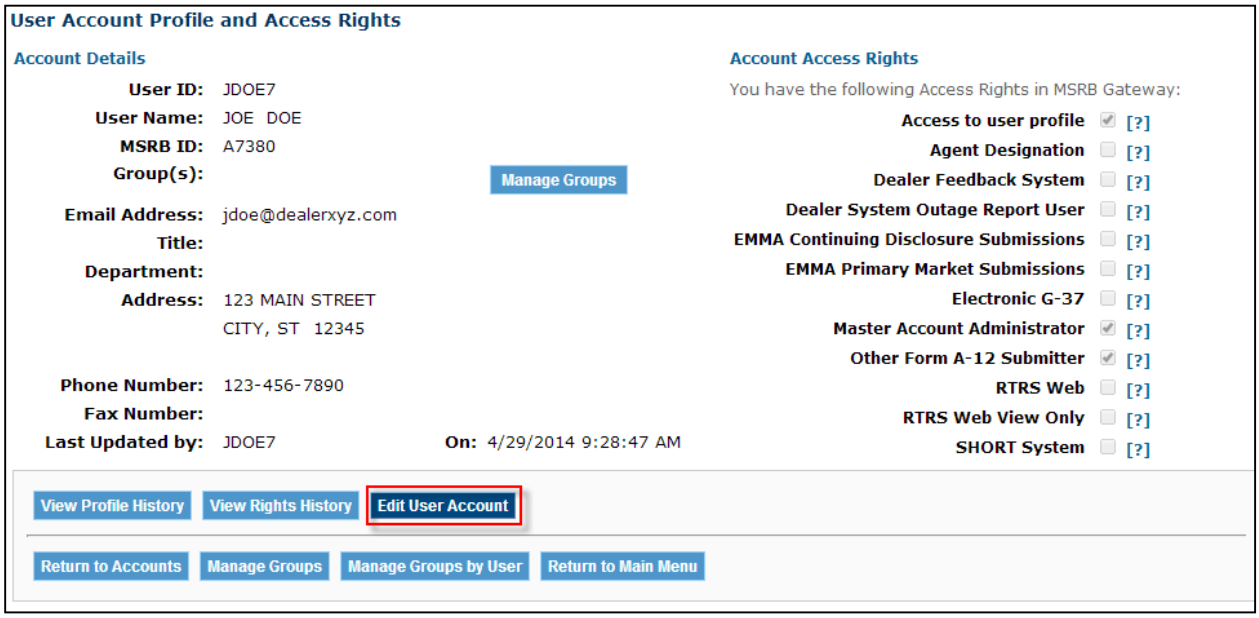
Modify User Account Details

Users can modify user information associated with their own account. Locate the My Profile box in the upper right of the Gateway and click **Edit**.

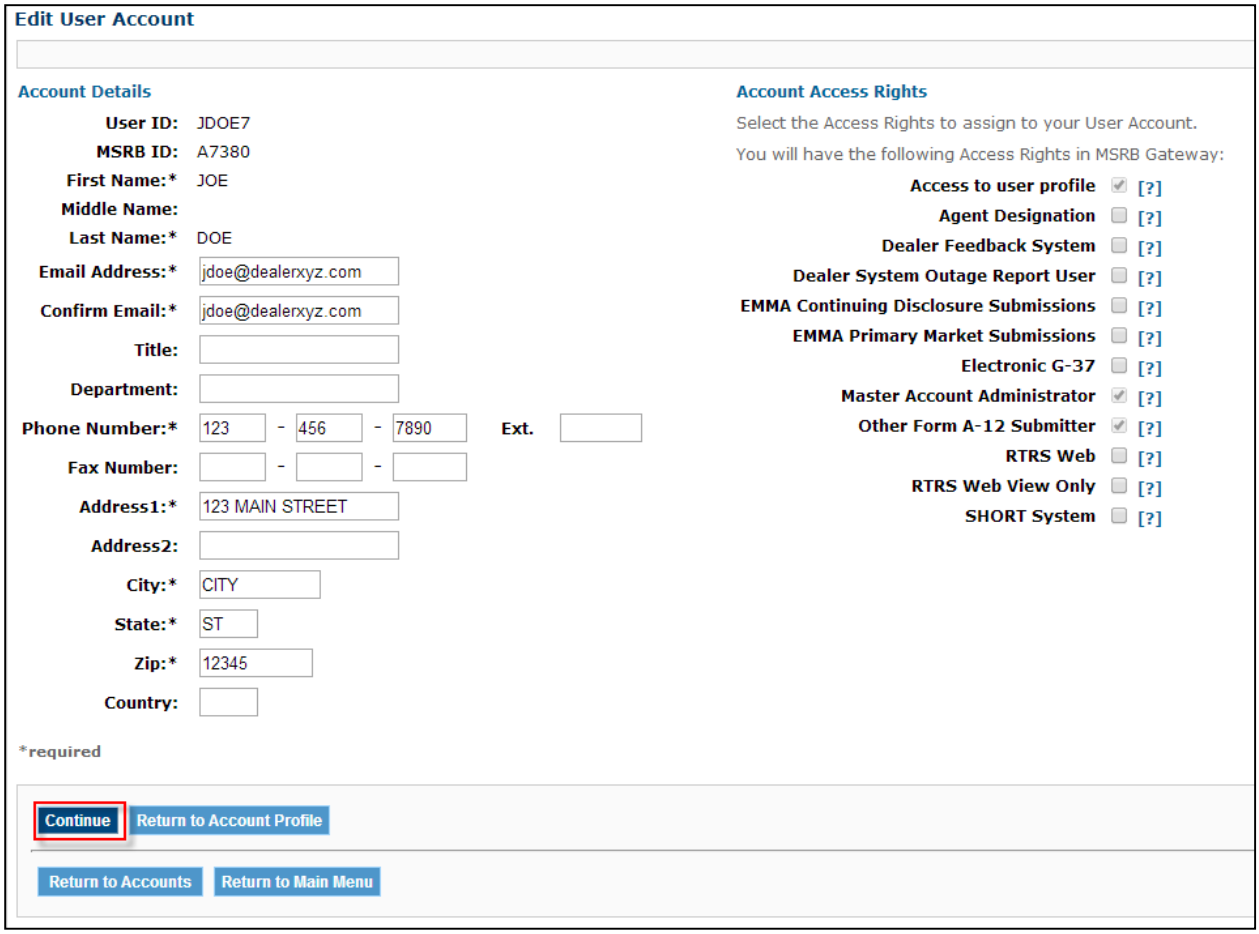
MSRB Gateway Main Menu
Welcome to MSRB Gateway! Your User Account has the following Access Rights:
(Click on a section to expand)
[–] Account and Organization Management
Manage profile information for your User Account or for your organization.
Manage User Accounts
Add, edit, and disable individual User Accounts for your organization.
Manage Billing Contact
Enter/Edit billing contact information.
View Account Administrators
My Profile
Edit
User ID: JDOE5
Role: Master Account Administrator
User Name: JOHN DOE
Organization Name Dealer XYZ
MSRB ID A7243
Email Address: jdoe@dealerxyz.com
Change Password

Click **Edit User Account** to view and edit your profile.

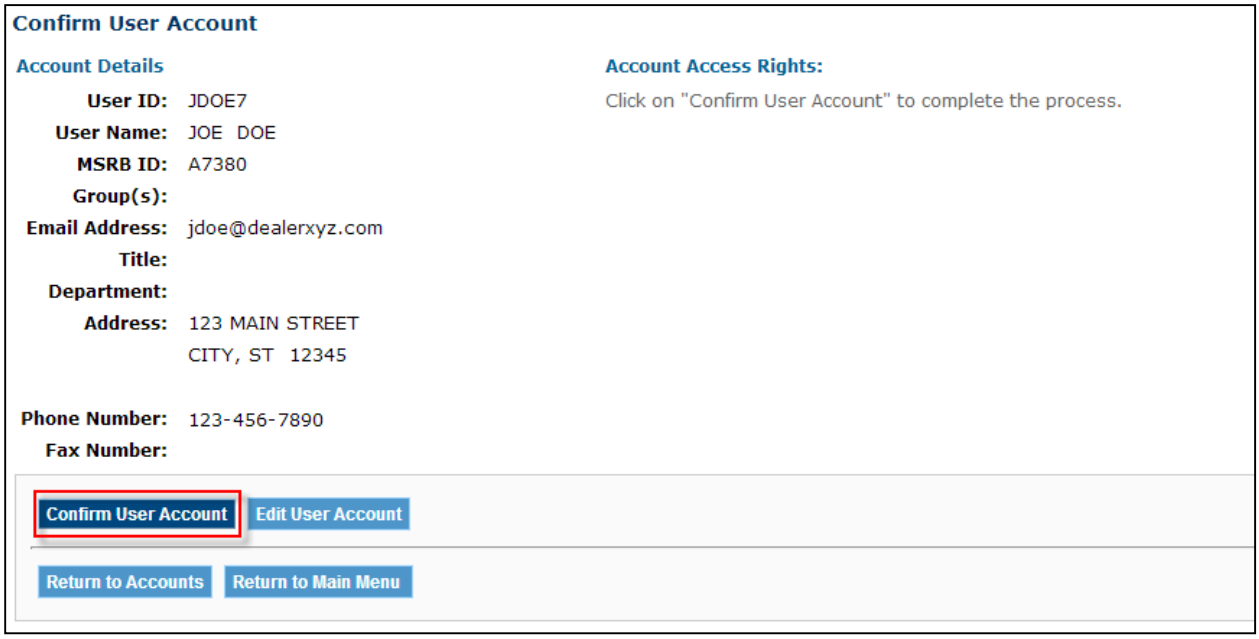
Click on **Edit User Account**.



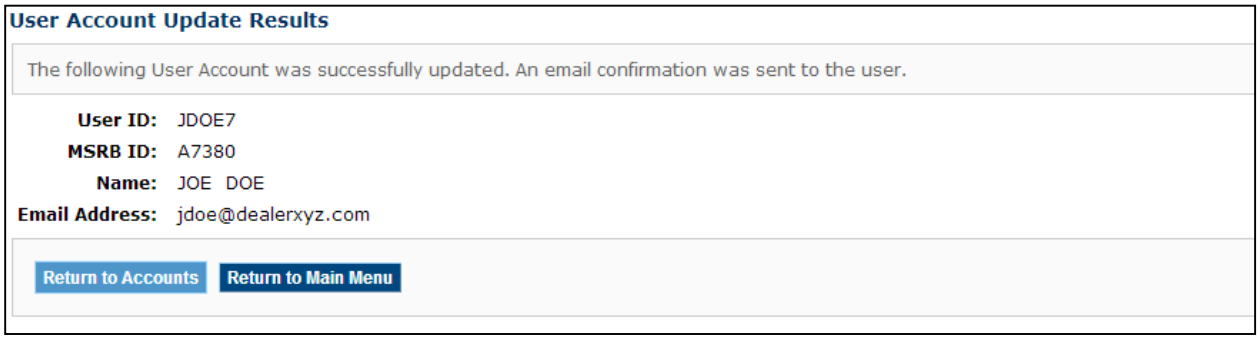
Make edits to appropriate account details as needed. Click on **Continue**.



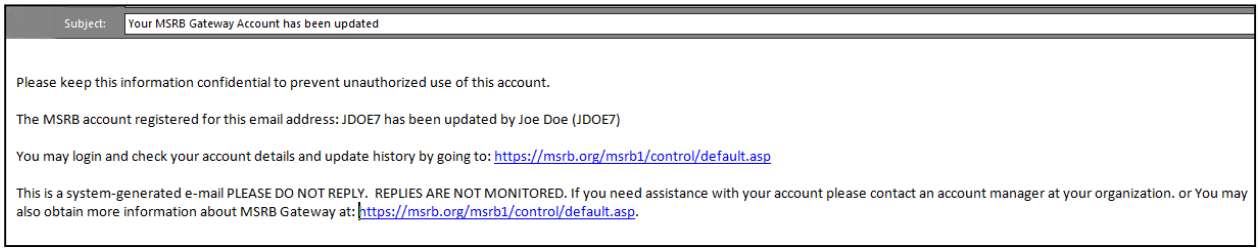
Review changes for accuracy. Click **Confirm User Account**.



Changes made to the account profile take effect immediately.


User Account Update Results
The following User Account was successfully updated. An email confirmation was sent to the user.
User ID: JDOE7
MSRB ID: A7380
Name: JOE DOE
Email Address: jdoe@dealerxyz.com
Return to Accounts
Return to Main Menu

You will receive an email acknowledging that changes have been made to your account.

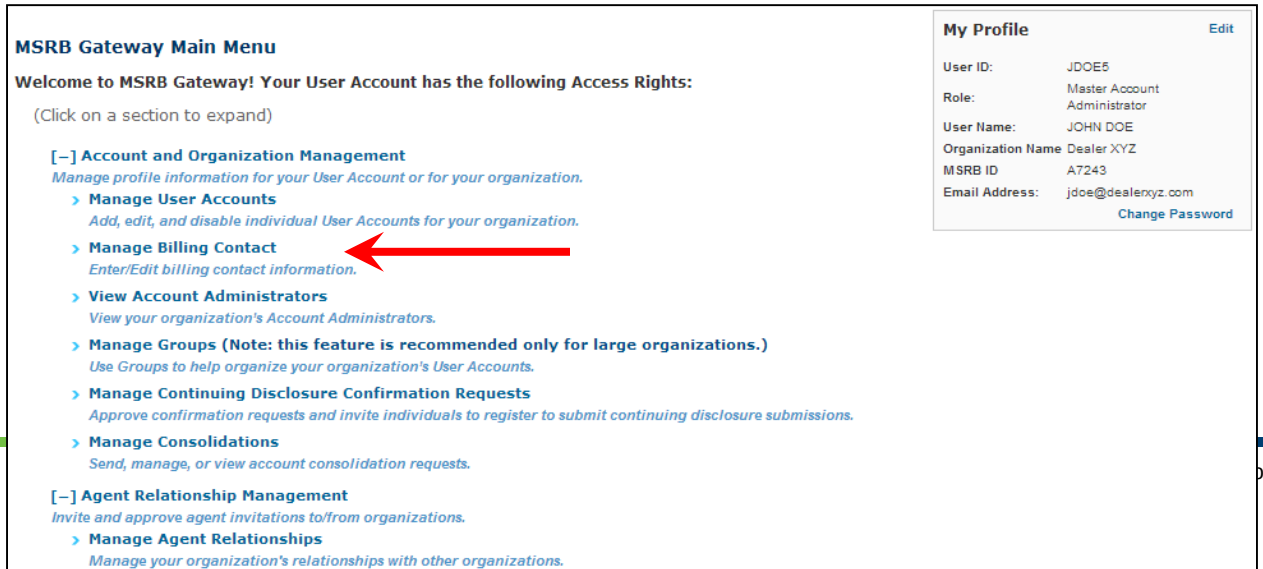

Subject: Your MSRB Gateway Account has been updated
Please keep this information confidential to prevent unauthorized use of this account.
The MSRB account registered for this email address: JDOE7 has been updated by Joe Doe (JDOE7)
You may login and check your account details and update history by going to: https://msrb.org/msrb1/control/default.asp
This is a system-generated e-mail PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED. If you need assistance with your account please contact an account manager at your organization. or You may also obtain more information about MSRB Gateway at: https://msrb.org/msrb1/control/default.asp.

View Account Administrators

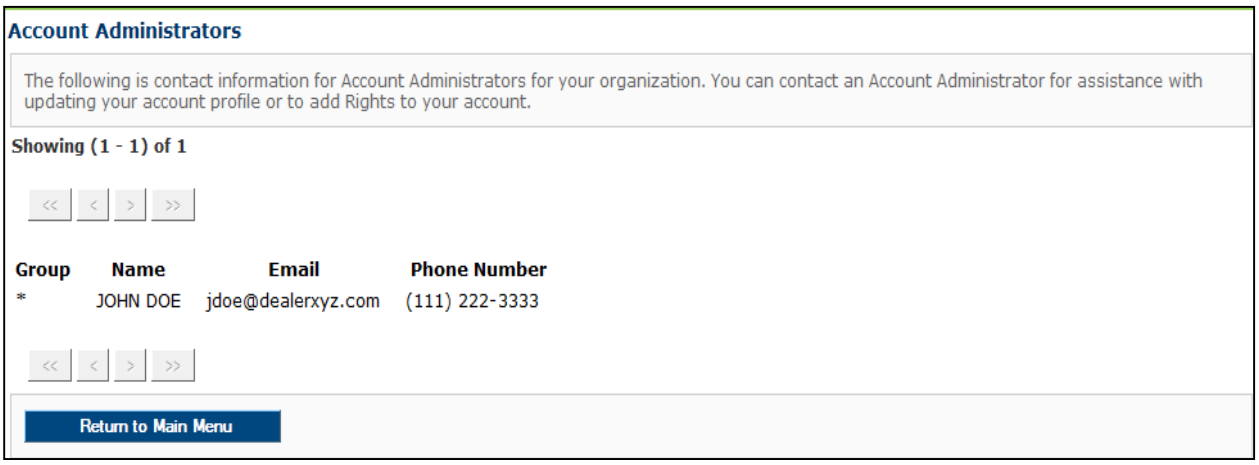
Users can view Account Administrators within their organization to identify who has access rights to provide user account information or make updates to their account.

Use this function to find the person in your firm who can assist you when you require access to an MSRB system to complete your work, but cannot grant access rights to yourself.

Go to the MSRB Gateway Main Menu and expand **Account and Company Management** link. Select **View Account Administrators**.

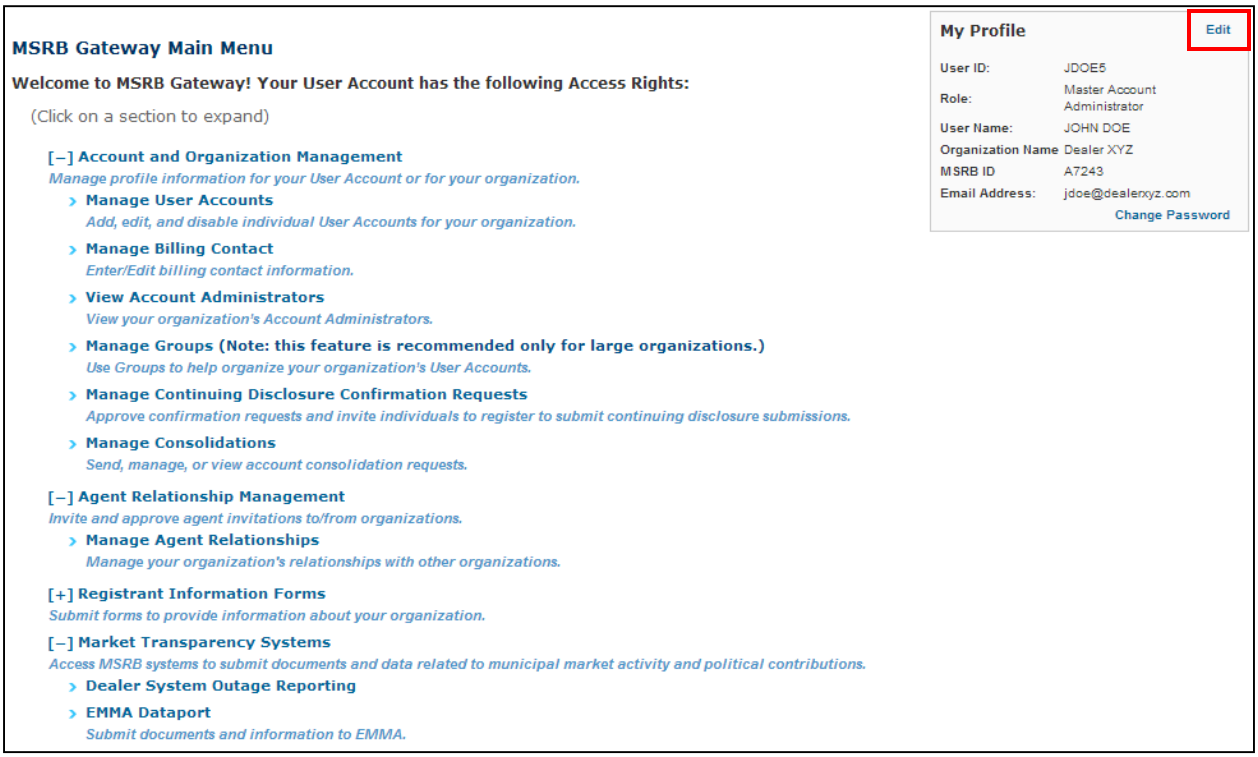

MSRB Gateway Main Menu
Welcome to MSRB Gateway! Your User Account has the following Access Rights:
(Click on a section to expand)
[–] Account and Organization Management
Manage profile information for your User Account or for your organization.
Manage User Accounts
Add, edit, and disable individual User Accounts for your organization.
Manage Billing Contact
Enter/Edit billing contact information.
View Account Administrators
View your organization's Account Administrators.
Manage Groups (Note: this feature is recommended only for large organizations.)
Use Groups to help organize your organization's User Accounts.
Manage Continuing Disclosure Confirmation Requests
Approve confirmation requests and invite individuals to register to submit continuing disclosure submissions.
Manage Consolidations
Send, manage, or view account consolidation requests.
[–] Agent Relationship Management
Invite and approve agent invitations to/from organizations.
Manage Agent Relationships
Manage your organization's relationships with other organizations.
My Profile
Edit
User ID: JDOE5
Role: Master Account Administrator
User Name: JOHN DOE
Organization Name Dealer XYZ
MSRB ID A7243
Email Address: jdoe@dealerxyz.com
Change Password

The screen displays all of the Account Administrators for the organization.


Account Administrators
The following is contact information for Account Administrators for your organization. You can contact an Account Administrator for assistance with updating your account profile or to add Rights to your account.
Showing (1 - 1) of 1
<< < > >>
Group
Name
Email
Phone Number
*
JOHN DOE
jdoe@dealerxyz.com
(111) 222-3333
<< < > >>
Return to Main Menu

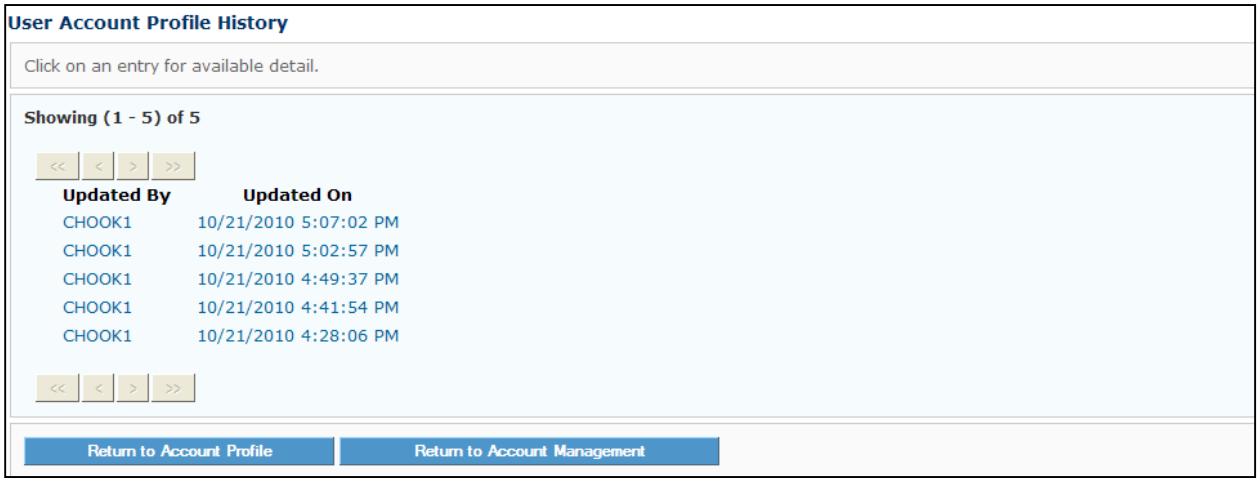
View User Account History

Users can view a history of changes that were made to their account profile or to their account access rights. Locate the **My Profile** box in the upper right of the Gateway Main Menu. Click the **Edit** link.

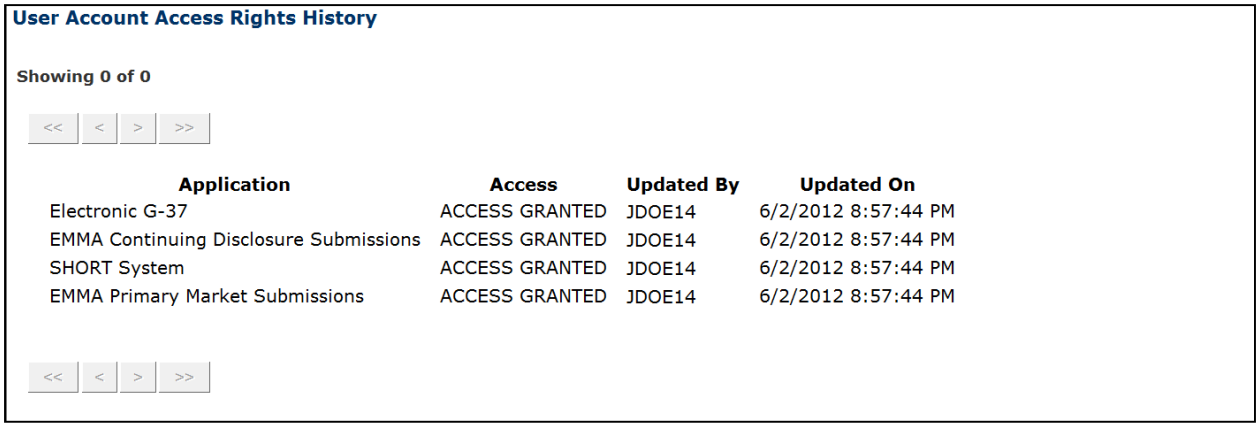

MSRB Gateway Main Menu
Welcome to MSRB Gateway! Your User Account has the following Access Rights:
(Click on a section to expand)
[–] Account and Organization Management
Manage profile information for your User Account or for your organization.
Manage User Accounts
Add, edit, and disable individual User Accounts for your organization.
Manage Billing Contact
Enter/Edit billing contact information.
View Account Administrators
View your organization's Account Administrators.
Manage Groups (Note: this feature is recommended only for large organizations.)
Use Groups to help organize your organization's User Accounts.
Manage Continuing Disclosure Confirmation Requests
Approve confirmation requests and invite individuals to register to submit continuing disclosure submissions.
Manage Consolidations
Send, manage, or view account consolidation requests.
[–] Agent Relationship Management
Invite and approve agent invitations to/from organizations.
Manage Agent Relationships
Manage your organization's relationships with other organizations.
[+] Registrant Information Forms
Submit forms to provide information about your organization.
[–] Market Transparency Systems
Access MSRB systems to submit documents and data related to municipal market activity and political contributions.
Dealer System Outage Reporting
EMMA Dataport
Submit documents and information to EMMA.
My Profile
Edit
User ID: JDOE5
Role: Master Account Administrator
User Name: JOHN DOE
Organization Name Dealer XYZ
MSRB ID A7243
Email Address: jdoe@dealerxyz.com
Change Password

Click **View Profile History** to view the changes made to your profile. Click **View User Access Rights History** to view changes made to your access rights.

The profile history shows all updates to the account as well as who made the updates.


User Account Profile History
Click on an entry for available detail.
Showing (1 - 5) of 5
Updated By
Updated On
CHOOK1 10/21/2010 5:07:02 PM
CHOOK1 10/21/2010 5:02:57 PM
CHOOK1 10/21/2010 4:49:37 PM
CHOOK1 10/21/2010 4:41:54 PM
CHOOK1 10/21/2010 4:28:06 PM
Return to Account Profile
Return to Account Management

The acount access rights history shows a history of the user's account access rights, when acccount access rights were granted or removed as well as who changed the access rights.



User Account Access Rights History

Showing 0 of 0

<< < > >>

Application	Access	Updated By	Updated On
Electronic G-37	ACCESS GRANTED	JDOE14	6/2/2012 8:57:44 PM
EMMA Continuing Disclosure Submissions	ACCESS GRANTED	JDOE14	6/2/2012 8:57:44 PM
SHORT System	ACCESS GRANTED	JDOE14	6/2/2012 8:57:44 PM
EMMA Primary Market Submissions	ACCESS GRANTED	JDOE14	6/2/2012 8:57:44 PM

<< < > >>

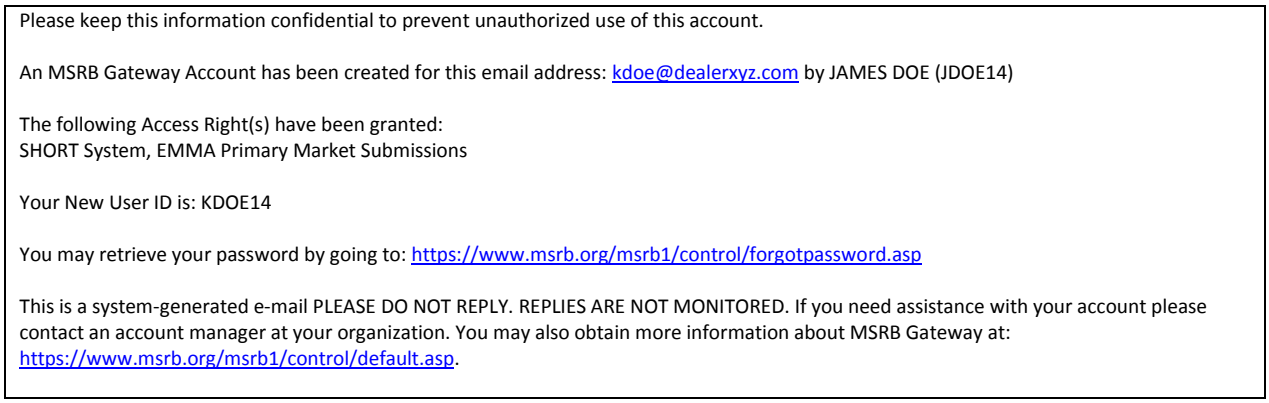
Password Management

There are several scenarios in which a user will need to reset their Gateway password. These scenarios include:

- A security requirement that forces users to periodically change their password
- Three unsuccessful log-in attempts resulting in the account being locked
- Users forget their password
- Users wish to create a new password. The password can be changed by clicking the **Change Password** link located in the user's **My Profile** box.

Create Password for New User Account

After a Gateway account is created, the user receives an email with their User ID and a link to request password creation. Click the link to start the password creation process.



Please keep this information confidential to prevent unauthorized use of this account.

An MSRB Gateway Account has been created for this email address: kdoe@dealerxyz.com by JAMES DOE (JDOE14)

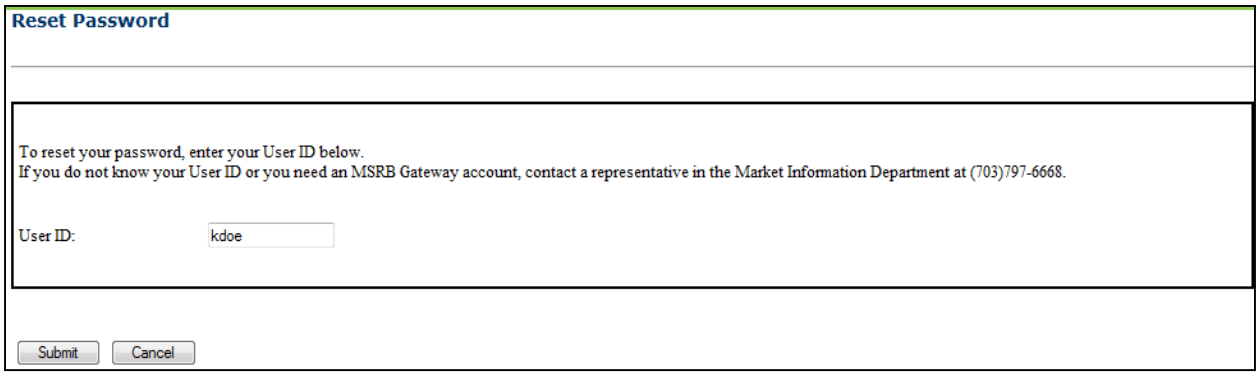
The following Access Right(s) have been granted:
SHORT System, EMMA Primary Market Submissions

Your New User ID is: KDOE14

You may retrieve your password by going to: https://www.msrb.org/msrb1/control/forgotpassword.asp

This is a system-generated e-mail PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED. If you need assistance with your account please contact an account manager at your organization. You may also obtain more information about MSRB Gateway at: https://www.msrb.org/msrb1/control/default.asp.

Enter your User ID and click **Submit**.


Reset Password
To reset your password, enter your User ID below.
If you do not know your User ID or you need an MSRB Gateway account, contact a representative in the Market Information Department at (703)797-6668.
User ID:
kdoe
Submit
Cancel

An email is sent with a link to create a password. Click the link.

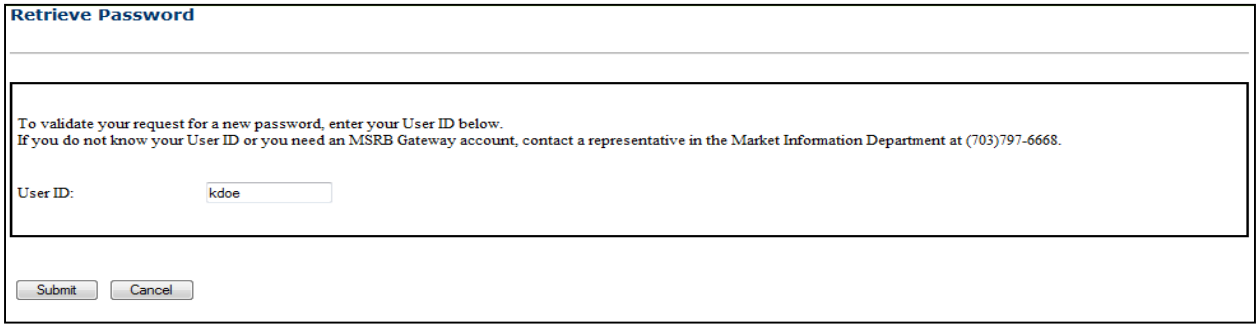
We have received your request for a new password. Please note that our records have been updated and we recommend that you change your password in our system within 7 days using the link below. The link will expire within 7 days and failure to reset your password within 7 days will require you to submit another request for a password change.

http://www2.msrb.org/msrb1/control/forgotPasswordProcess.asp?key=xTMrPcUk6X6CFkV2xTGHV1K89wFc6x

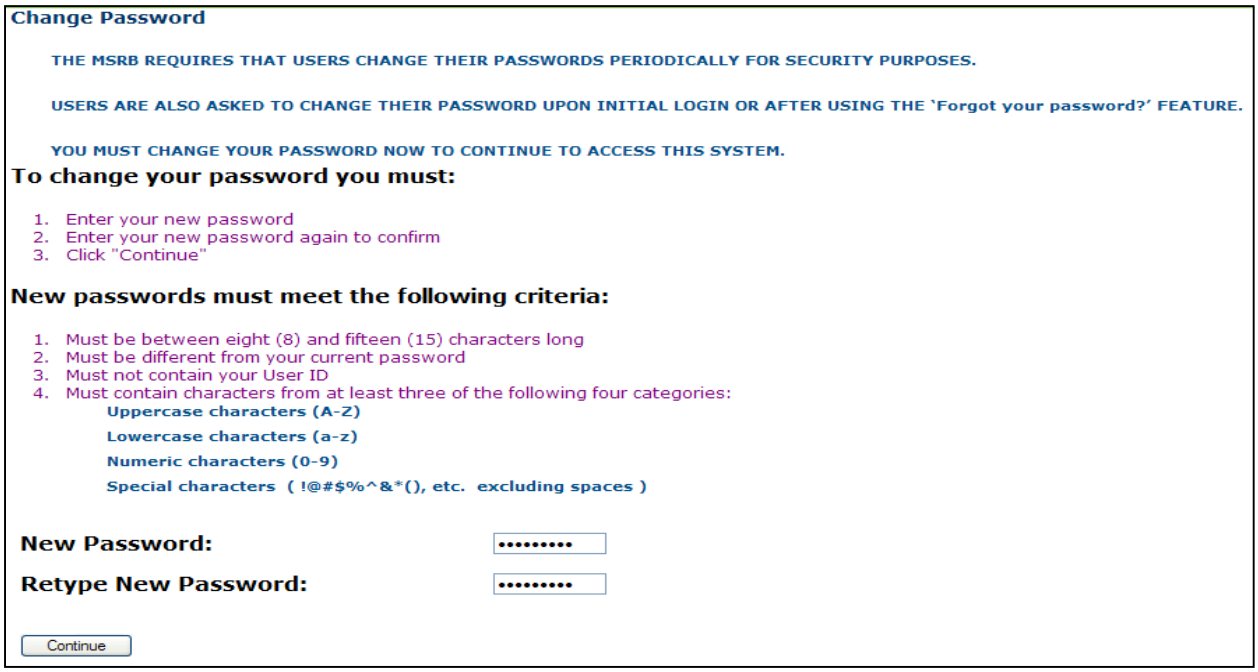
To change your password, follow the simple steps below:
1. Click on the password link above.
2. On the Password Change page, enter and confirm the password that satisfies the password criteria.
3. Click on the Continue button.

This is a system-generated e-mail. PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED. If you need assistance with your account please contact a representative in the Market Information Department at 703-797-6668. You may also obtain more information about MSRB Gateway at: https://www.msrb.org/msrb1/control/default.asp.

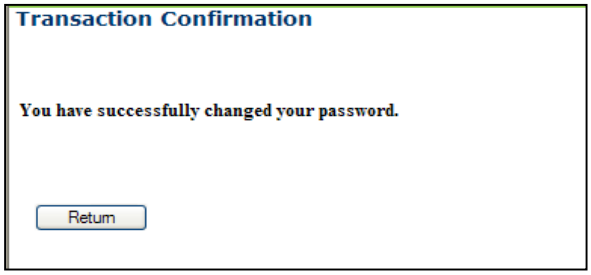
Enter the User ID again and click **Submit**.


Retrieve Password
To validate your request for a new password, enter your User ID below.
If you do not know your User ID or you need an MSRB Gateway account, contact a representative in the Market Information Department at (703)797-6668.
User ID:
kdoe
Submit
Cancel

On the Change Password screen, create new password in accordance with the password criteria then click **Continue**.

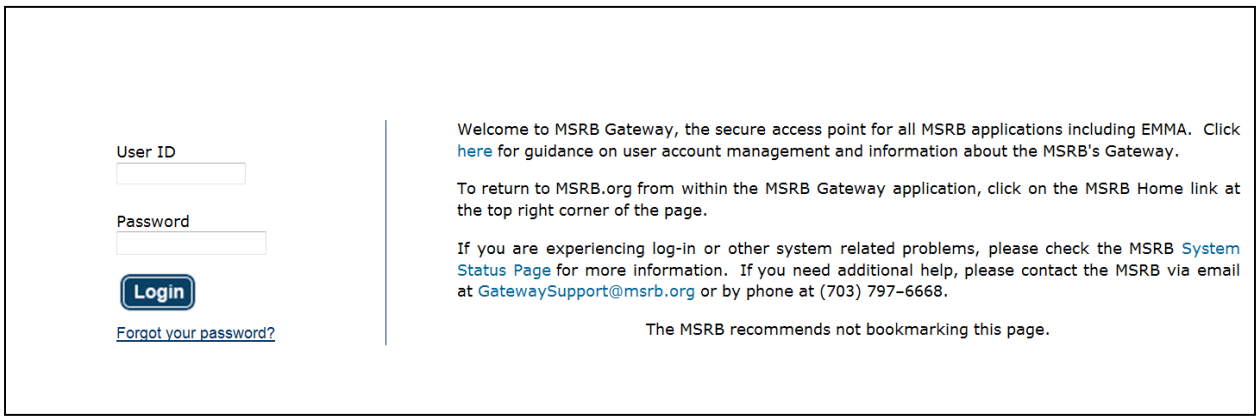

Change Password
THE MSRB REQUIRES THAT USERS CHANGE THEIR PASSWORDS PERIODICALLY FOR SECURITY PURPOSES.
USERS ARE ALSO ASKED TO CHANGE THEIR PASSWORD UPON INITIAL LOGIN OR AFTER USING THE 'Forgot your password?' FEATURE.
YOU MUST CHANGE YOUR PASSWORD NOW TO CONTINUE TO ACCESS THIS SYSTEM.
To change your password you must:
1. Enter your new password
2. Enter your new password again to confirm
3. Click "Continue"
New passwords must meet the following criteria:
1. Must be between eight (8) and fifteen (15) characters long
2. Must be different from your current password
3. Must not contain your User ID
4. Must contain characters from at least three of the following four categories:
Uppercase characters (A-Z)
Lowercase characters (a-z)
Numeric characters (0-9)
Special characters (!@#$%^&*(), etc. excluding spaces)
New Password:
Retype New Password:
Continue

A confirmation screen appears. Click **Return** to be routed to the Gateway Main Menu.

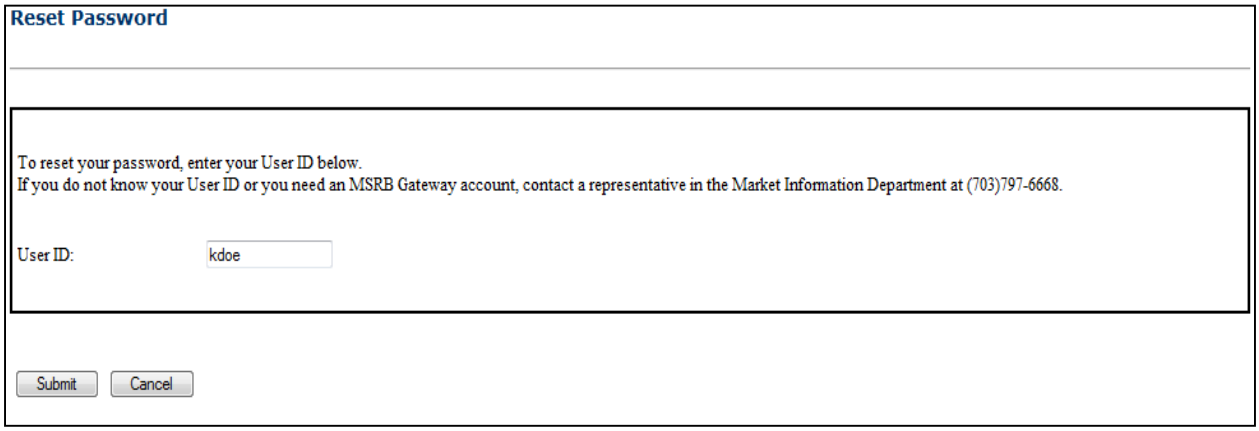


Forgot User Password

From the Gateway login page, click the link **Forgot your password**.


User ID
Password
Login
Forgot your password?
Welcome to MSRB Gateway, the secure access point for all MSRB applications including EMMA. Click here for guidance on user account management and information about the MSRB's Gateway.
To return to MSRB.org from within the MSRB Gateway application, click on the MSRB Home link at the top right corner of the page.
If you are experiencing log-in or other system related problems, please check the MSRB System Status Page for more information. If you need additional help, please contact the MSRB via email at GatewaySupport@msrb.org or by phone at (703) 797–6668.
The MSRB recommends not bookmarking this page.

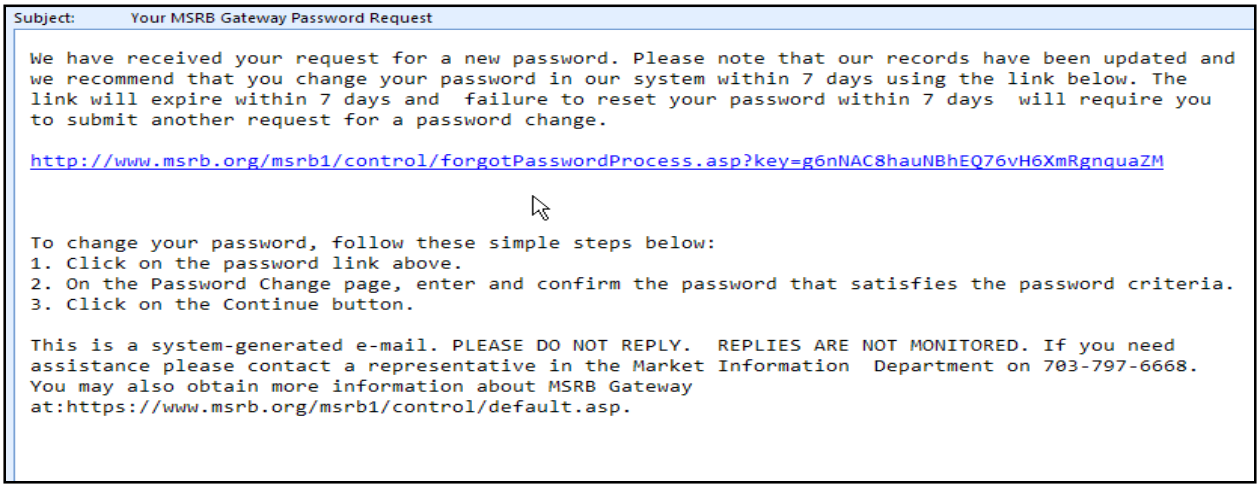
Enter your User ID and click **Submit**. If you do not know your User ID, contact an Account Administrator in your organization.


Reset Password
To reset your password, enter your User ID below.
If you do not know your User ID or you need an MSRB Gateway account, contact a representative in the Market Information Department at (703)797-6668.
User ID:
kdoe
Submit
Cancel

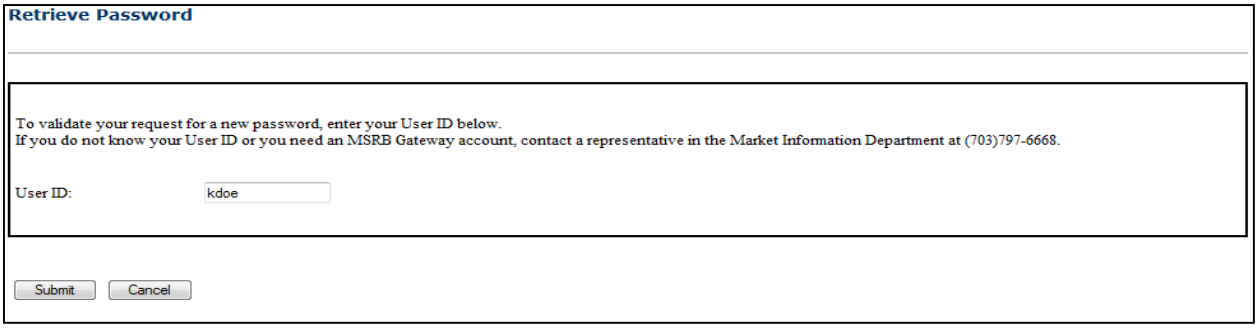
A notice stating that an email containing the link to reset your password has been emailed to you. Check your email inbox.

MSRB Account Password
A link to reset your password has been emailed to the address registered with the MSRB for this account. If you are having problems receiving this link, please contact a representative in the Market Information Department at (703) 797-6668.
Return to Login

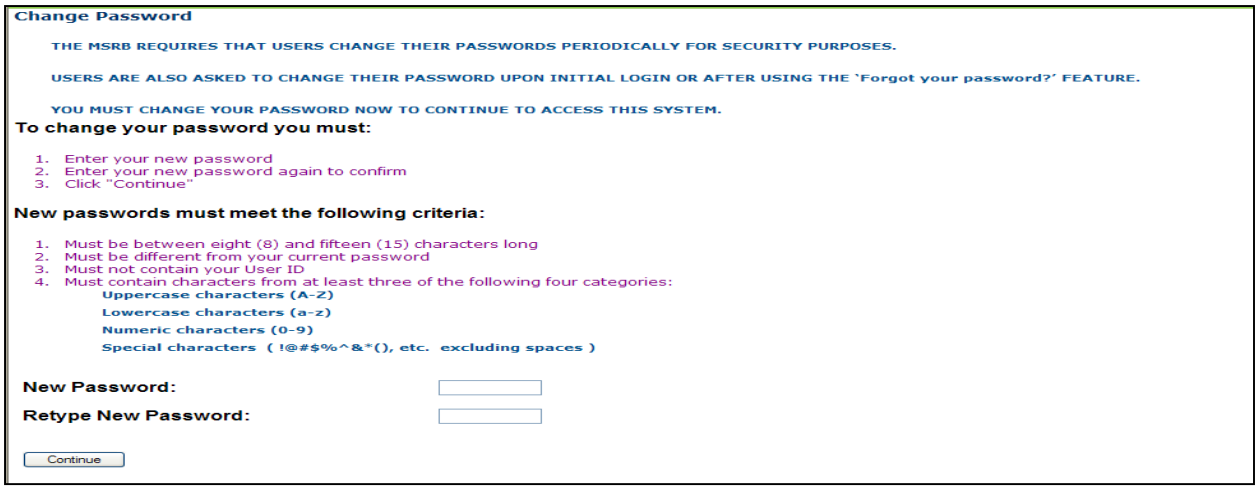
Retrieve the email and click on the link to reset your password.


Subject: Your MSRB Gateway Password Request
We have received your request for a new password. Please note that our records have been updated and we recommend that you change your password in our system within 7 days using the link below. The link will expire within 7 days and failure to reset your password within 7 days will require you to submit another request for a password change.
http://www.msrb.org/msrb1/control/forgotPasswordProcess.asp?key=g6nNAC8hauNBhEQ76vH6XmRgnquaZM
To change your password, follow these simple steps below:
1. Click on the password link above.
2. On the Password Change page, enter and confirm the password that satisfies the password criteria.
3. Click on the Continue button.
This is a system-generated e-mail. PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED. If you need assistance please contact a representative in the Market Information Department on 703-797-6668.
You may also obtain more information about MSRB Gateway at:https://www.msrb.org/msrb1/control/default.asp.

Enter your User ID and click **Submit**.


Retrieve Password
To validate your request for a new password, enter your User ID below.
If you do not know your User ID or you need an MSRB Gateway account, contact a representative in the Market Information Department at (703)797-6668.
User ID:
kdoe
Submit
Cancel

Follow instructions to meet password criteria, and create your new password. Click **Continue**.


Change Password
THE MSRB REQUIRES THAT USERS CHANGE THEIR PASSWORDS PERIODICALLY FOR SECURITY PURPOSES.
USERS ARE ALSO ASKED TO CHANGE THEIR PASSWORD UPON INITIAL LOGIN OR AFTER USING THE 'Forgot your password?' FEATURE.
YOU MUST CHANGE YOUR PASSWORD NOW TO CONTINUE TO ACCESS THIS SYSTEM.
To change your password you must:
1. Enter your new password
2. Enter your new password again to confirm
3. Click "Continue"
New passwords must meet the following criteria:
1. Must be between eight (8) and fifteen (15) characters long
2. Must be different from your current password
3. Must not contain your User ID
4. Must contain characters from at least three of the following four categories:
Uppercase characters (A-Z)
Lowercase characters (a-z)
Numeric characters (0-9)
Special characters (!@#$%^&*(), etc. excluding spaces)
New Password:
Retype New Password:
Continue

The **Transaction Confirmation** screen appears indicating the password was successfully changed. Click **Return** for the Gateway Main Menu.

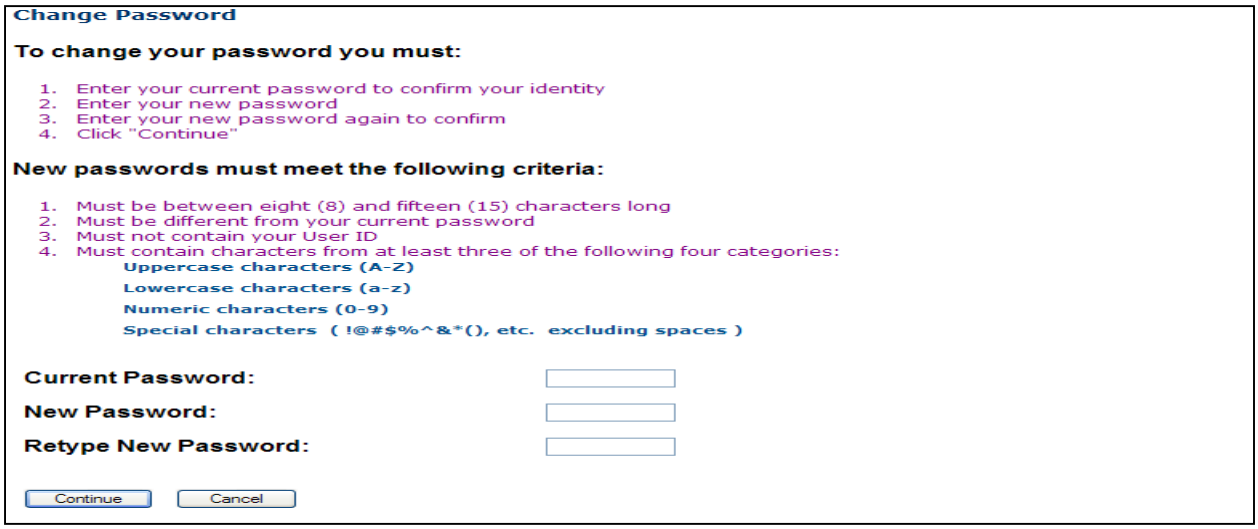
User Initiated Password Reset

Follow the steps below if you desire to create a new password.

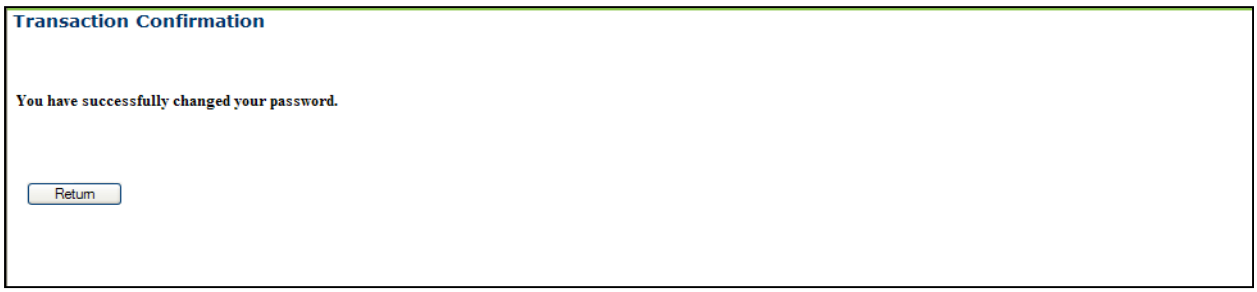
Navigate to the **My Profile** box located on the Gateway Main Menu, and click the link **Change Password**.

MSRB Gateway Main Menu
Welcome to MSRB Gateway! Your User Account has the following Access Rights:
(Click on a section to expand)
[+] Account and Organization Management
Manage profile information for your User Account or for your organization.
[−] Agent Relationship Management
Invite and approve agent invitations to/from organizations.
Manage Agent Relationships
Manage your organization's relationships with other organizations.
[−] Registrant Information Forms
Submit forms to provide information about your organization.
Form RTRS
Edit or Affirm Your Organization's G-40 Filing
[−] Market Transparency Systems
Access MSRB systems to submit documents and data related to municipal market activity and political contributions.
EMMA Dataport
Submit documents and information to EMMA.
My Profile
Edit
User ID: JDOE23
Role: Master Account Administrator
User Name: JOHN DOE
Organization Name Dealer XYZ
MSRB ID A7260
Email Address: jdoe@dealerxyz.com
Change Password

You will be required to enter your current password and create your new password.


Change Password
To change your password you must:
1. Enter your current password to confirm your identity
2. Enter your new password
3. Enter your new password again to confirm
4. Click "Continue"
New passwords must meet the following criteria:
1. Must be between eight (8) and fifteen (15) characters long
2. Must be different from your current password
3. Must not contain your User ID
4. Must contain characters from at least three of the following four categories:
Uppercase characters (A-Z)
Lowercase characters (a-z)
Numeric characters (0-9)
Special characters (!@#$%^&*(), etc. excluding spaces)
Current Password:
New Password:
Retype New Password:
Continue
Cancel

The **Transaction Confirmation** screen will confirm that the password was successfully changed. Click **Return** to navigate to the Gateway Main Menu.



Part 4: Agent Designation Overview

An organization can designate another organization to act as their agent to make submissions to EMMA. Designations are made based on the submission rights of the designating organization. Agent designation allows an organization to control the type of submission(s) they chose to grant to an agent. The agent also has control over the submissions types it accepts. Only Master Account Administrators can manage an organization's agent relationships, which are controlled in Gateway.

An organization can only designate rights that are inherent to its organization type. Submission rights cannot be delegated if the delegating organization cannot make those submissions itself. For example, a dealer can designate an agent to make EMMA primary market submissions on its behalf.

Agent designation can be reciprocal. An organization can request another organization to make EMMA submissions as its agent; and that same organization can also offer to make submissions as agent for another organization.

Parties involved in agent designations receive email communication to notify them of designations being made for agent relationships, as well as changes to authorized submission types.

Only the EMMA Primary Market Disclosure Service and Short-term Obligation Rate Transparency (SHORT) System are allow agent designations which are managed through MSRB Gateway agent designation. Agents for purposes of reporting trade data are identified on Form A-12.

Agent Relationships Overview

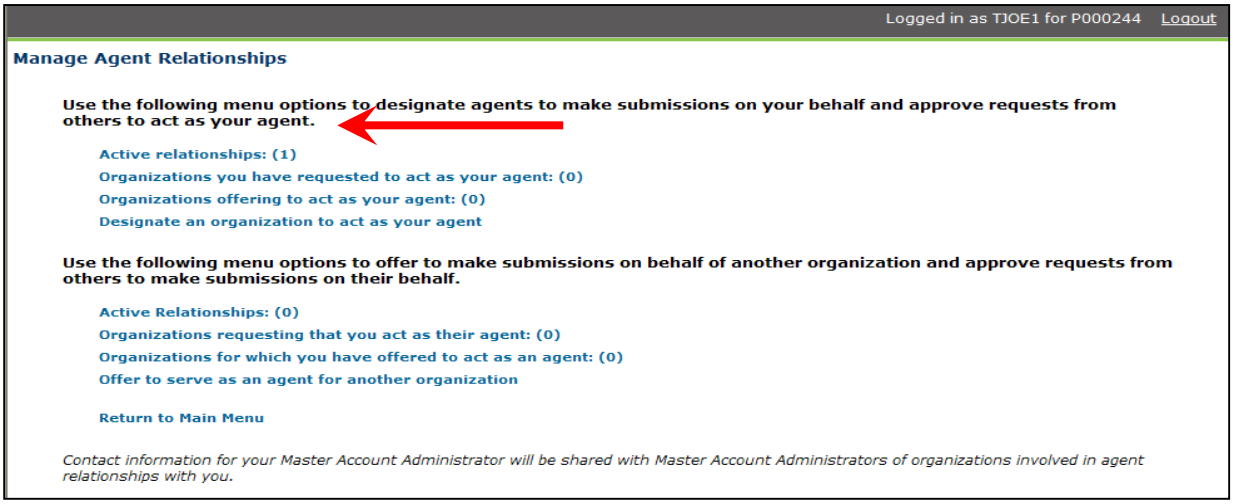
This section shows how to access the agent management screen and provides an overview of the agent management functions that can be performed.

Access the agent management screen from the Gateway Main Menu by expanding the menu item **Agent Relationship Management**. Click the **Manage Agent Relationships** link.

MSRB Gateway Main Menu
Welcome to MSRB Gateway! Your User Account has the following Access Rights:
(Click on a section to expand)
[+] Account and Organization Management
Manage profile information for your User Account or for your organization.
[−] Agent Relationship Management
Invite and approve agent invitations to/from organizations.
Manage Agent Relationships
Manage your organization's relationships with other organizations.
[−] Registrant Information Forms
Submit forms to provide information about your organization.
Form RTRS
Edit or Affirm Your Organization's G-40 Filing
[−] Market Transparency Systems
Access MSRB systems to submit documents and data related to municipal market activity and political contributions.
EMMA Dataport
Submit documents and information to EMMA.
My Profile
Edit
User ID: JDOE23
Role: Master Account Administrator
User Name: JOHN DOE
Organization Name Dealer XYZ
MSRB ID A7260
Email Address: jdoe@dealerxyz.com
Change Password

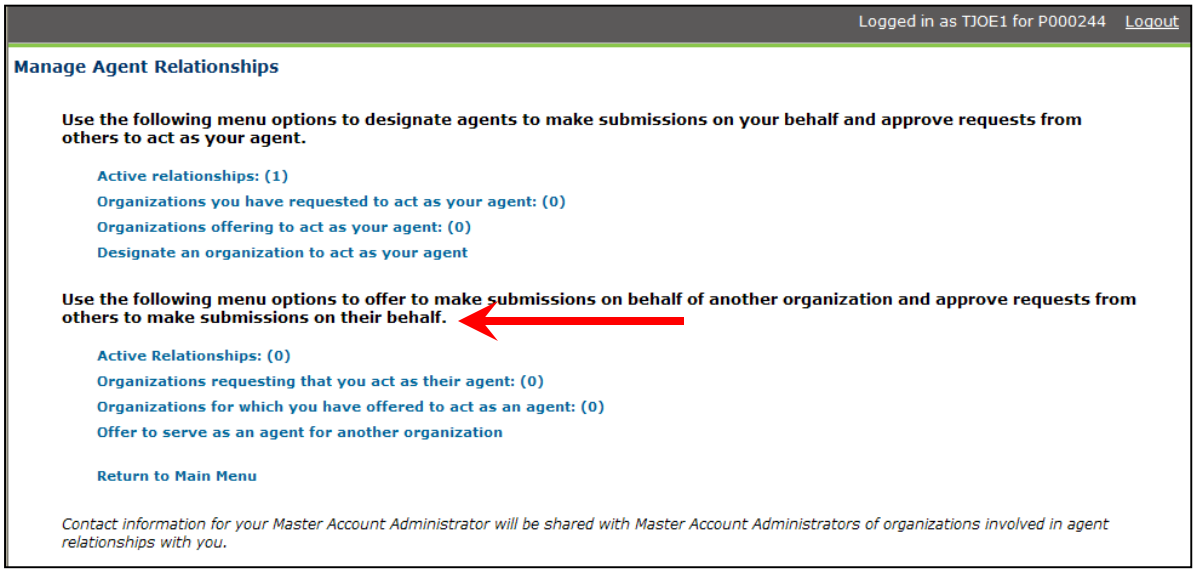
The resulting **Manage Agents Relationships** screen is divided into two sections. The first section shows your relationships with organizations that act as your agent, including:

- Active relationships—active relationships with agents you have approved to submit on your behalf.
- Organizations you have requested to be your agent—view pending designations to organizations that you are waiting to accept/decline your designation request.
- Organizations offering to serve as your agent—view pending designations from organizations that are waiting for you to accept or decline their offer to act as your agent.
- Designate an organization to act as your agent—send a request for an organization to act as your agent.


Logged in as TJOE1 for P000244 Logout
Manage Agent Relationships
Use the following menu options to designate agents to make submissions on your behalf and approve requests from others to act as your agent.
Active relationships: (1)
Organizations you have requested to act as your agent: (0)
Organizations offering to act as your agent: (0)
Designate an organization to act as your agent
Use the following menu options to offer to make submissions on behalf of another organization and approve requests from others to make submissions on their behalf.
Active Relationships: (0)
Organizations requesting that you act as their agent: (0)
Organizations for which you have offered to act as an agent: (0)
Offer to serve as an agent for another organization
Return to Main Menu
Contact information for your Master Account Administrator will be shared with Master Account Administrators of organizations involved in agent relationships with you.

The second section of the **Manage Agent Relationships** screen shows agent relationships where your organization assumes the role of an agent, which includes:

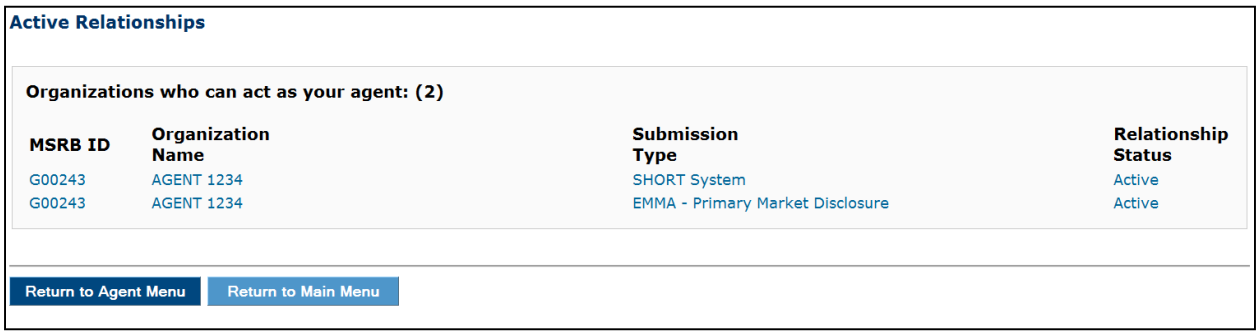
- Active relationships—shows organizations for which you currently act as an agent, and shows the types of submissions you can make on that organization's behalf.
- Organizations requesting that you act as their agent—view pending requests from organizations that you act as their agent. You can accept or decline the designation.
- Organizations for which you have offered to act as an agent—view pending requests where you have offered to act as an agent and you are waiting for the organization to accept or decline your offer.
- Offer to serve as an agent for another organization—extend an offer to act as an agent for another organization


Logged in as TJOE1 for P000244 Logout
Manage Agent Relationships
Use the following menu options to designate agents to make submissions on your behalf and approve requests from others to act as your agent.
Active relationships: (1)
Organizations you have requested to act as your agent: (0)
Organizations offering to act as your agent: (0)
Designate an organization to act as your agent
Use the following menu options to offer to make submissions on behalf of another organization and approve requests from others to make submissions on their behalf.
Active Relationships: (0)
Organizations requesting that you act as their agent: (0)
Organizations for which you have offered to act as an agent: (0)
Offer to serve as an agent for another organization
Return to Main Menu
Contact information for your Master Account Administrator will be shared with Master Account Administrators of organizations involved in agent relationships with you.

At this time, municipal advisors are not required to make data or document submissions to any MSRB transparency system. Therefore, municipal advisors can only submit on behalf of other organizations (acting as an agent), and only the lower menu section is visible when a municipal advisor logs into MSRB Gateway.

View Relationships with an Agent Organization

On the **Manage Agent Relationships** screen, click the **Active Relationships** link on the top section to see agents that are designated to submit on your behalf. Click on any organization's name to see more about the relationship.



The **Relationship** screen below lists your relationship with the organization selected. The upper section list submissions the organization can make on your behalf. The lower section list submissions that you make for this organization.

Send Agent Designation Request

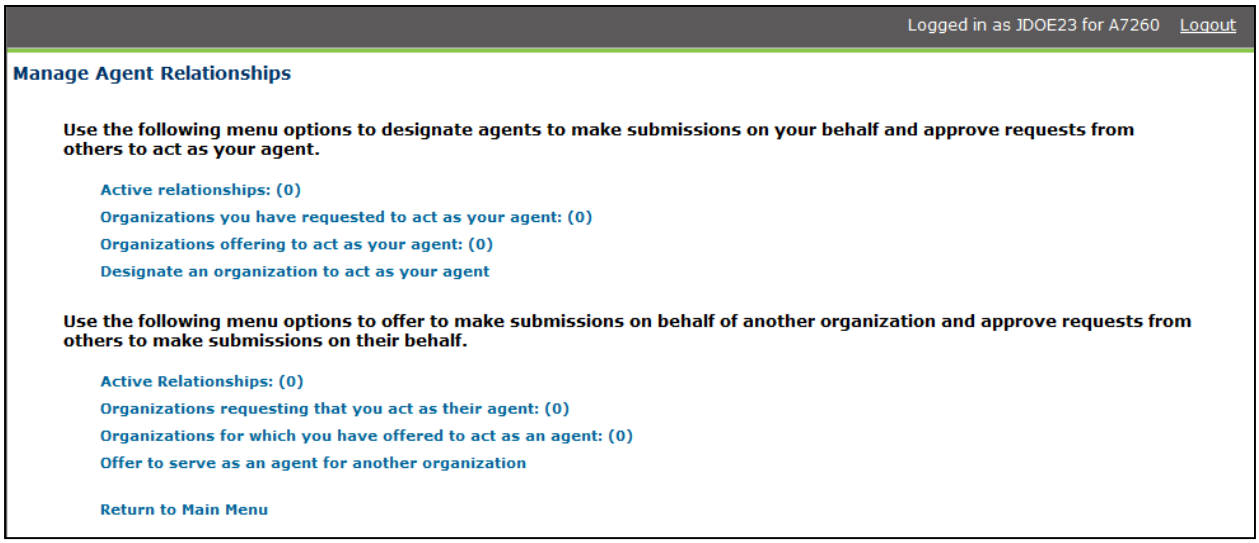
Below is an overview of the steps involved when sending an agent designation request.

- An organization requests another organization to act as their agent and indicates the type of submission(s) they want the agent to make on their behalf. Gateway will reflect the pending status.
- The Master Account Administrator of the prospective agent organization is notified via email of the designation request. They may accept or decline each submission type requested. The pending status is updated accordingly in Gateway.
- The Master Account Administrator of the requesting organization is notified via email of the actions taken by the prospective agent organization.
- The submission right is reflected as a tab in EMMA Dataport to allow the agent to submit on behalf of the designating organization.

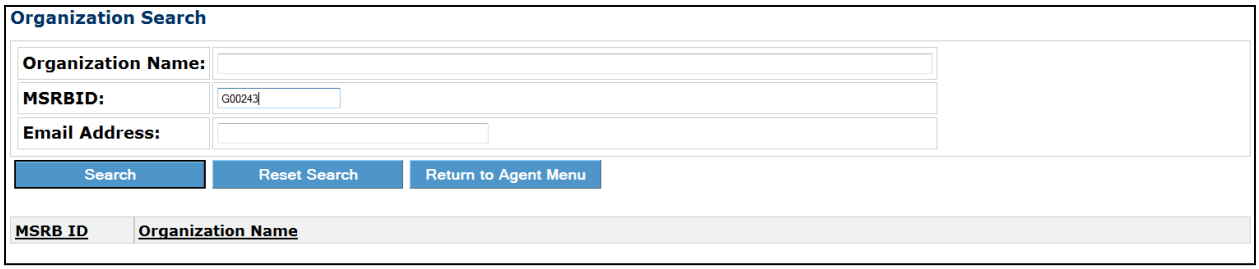
To get started, expand the **Agent Relationship Management** link then click **Manage Agent Relationships**.

MSRB Gateway Main Menu
Welcome to MSRB Gateway! Your User Account has the following Access Rights:
(Click on a section to expand)
[+] Account and Organization Management
Manage profile information for your User Account or for your organization.
[−] Agent Relationship Management
Invite and approve agent invitations to/from organizations.
Manage Agent Relationships
Manage your organization's relationships with other organizations.
[−] Registrant Information Forms
Submit forms to provide information about your organization.
Form RTRS
Edit or Affirm Your Organization's G-40 Filing
[−] Market Transparency Systems
Access MSRB systems to submit documents and data related to municipal market activity and political contributions.
EMMA Dataport
Submit documents and information to EMMA.
My Profile
Edit
User ID: JDOE23
Role: Master Account Administrator
User Name: JOHN DOE
Organization Name Dealer XYZ
MSRB ID A7260
Email Address: jdoe@dealerxyz.com
Change Password

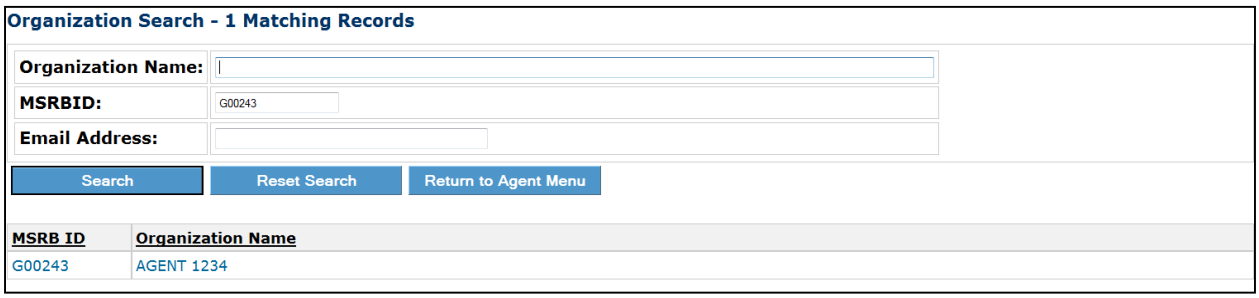
Click **Designate an organization to act as your agent**.


Logged in as JDOE23 for A7260 Logout
Manage Agent Relationships
Use the following menu options to designate agents to make submissions on your behalf and approve requests from others to act as your agent.
Active relationships: (0)
Organizations you have requested to act as your agent: (0)
Organizations offering to act as your agent: (0)
Designate an organization to act as your agent
Use the following menu options to offer to make submissions on behalf of another organization and approve requests from others to make submissions on their behalf.
Active Relationships: (0)
Organizations requesting that you act as their agent: (0)
Organizations for which you have offered to act as an agent: (0)
Offer to serve as an agent for another organization
Return to Main Menu

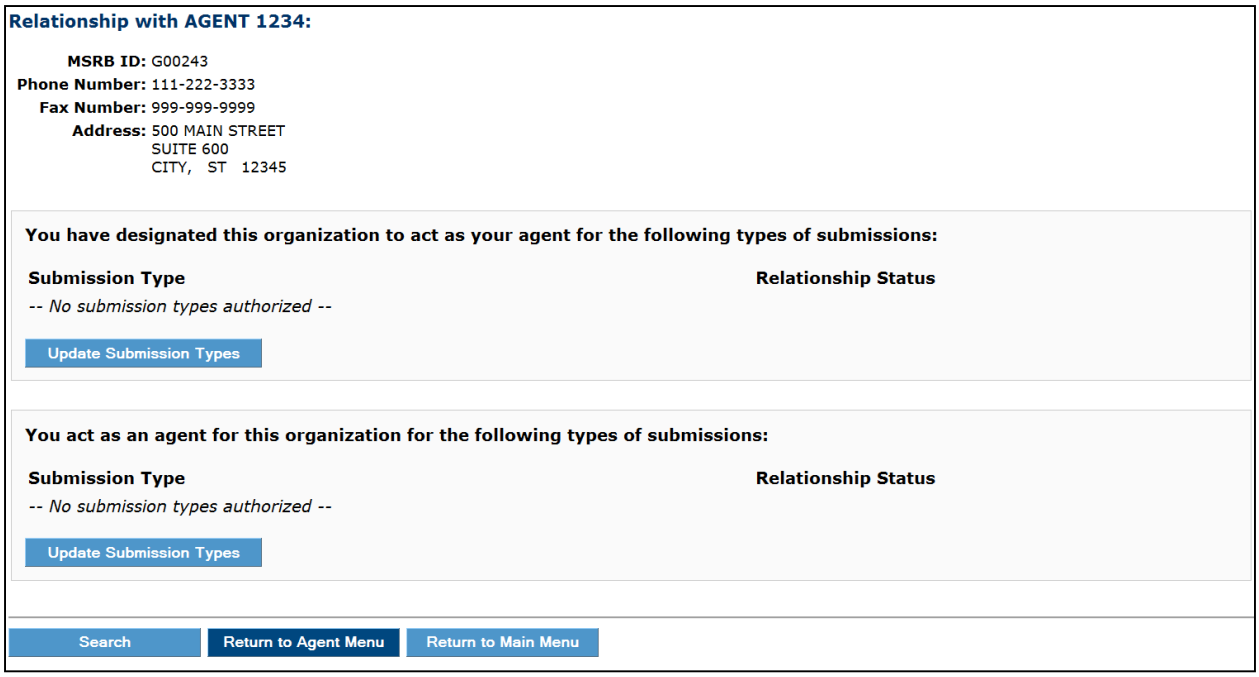
Enter search criteria (organization name or MSRB ID) then click **Search**.



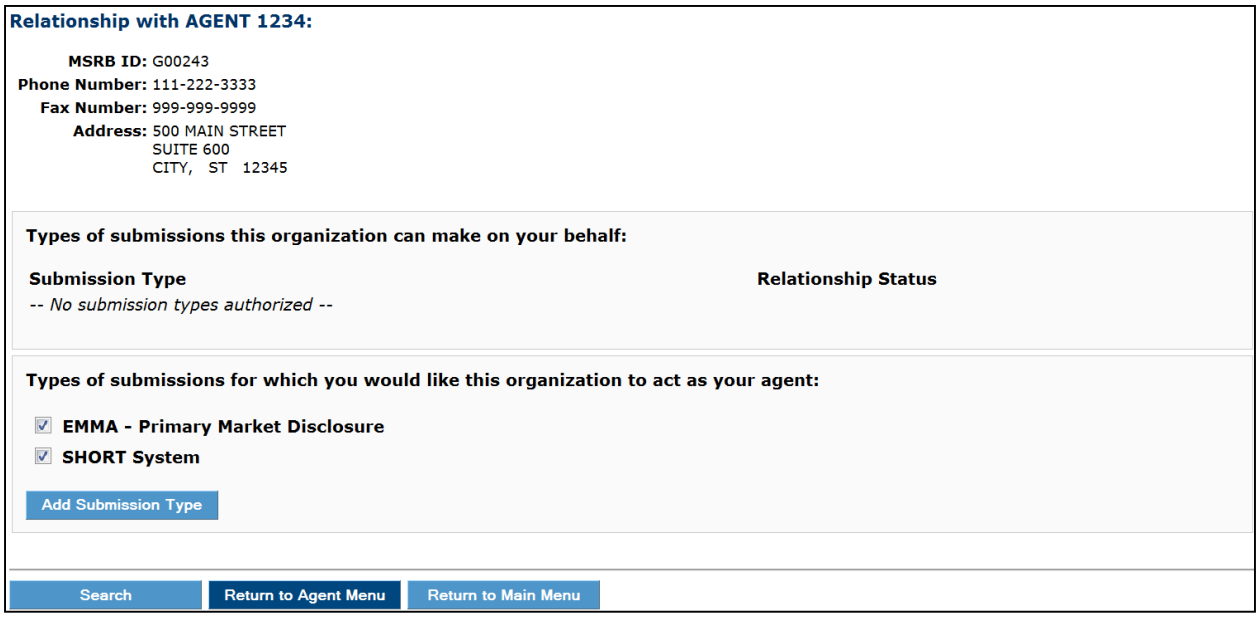
On the search results page, click the organization you wish to designate.



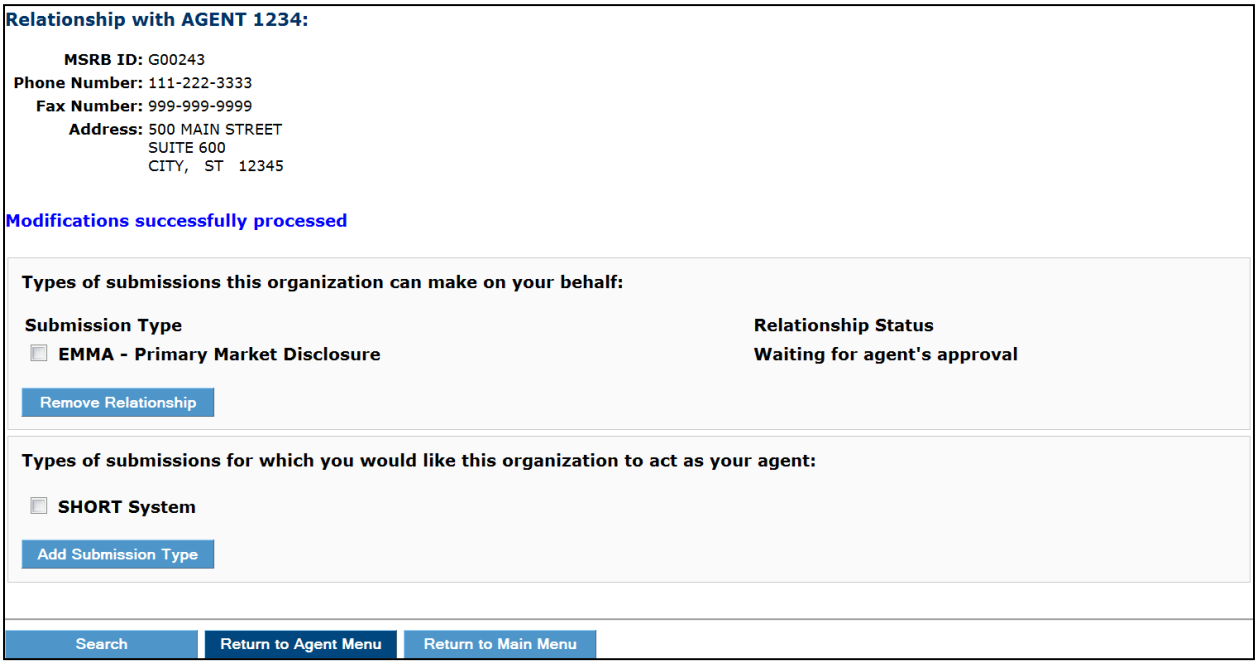
Click **Update Submission Types** to see the types of submissions that can be designated to an agent.


Relationship with AGENT 1234:
MSRB ID: G00243
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 500 MAIN STREET
SUITE 600
CITY, ST 12345
You have designated this organization to act as your agent for the following types of submissions:
Submission Type
Relationship Status
-- No submission types authorized --
Update Submission Types
You act as an agent for this organization for the following types of submissions:
Submission Type
Relationship Status
-- No submission types authorized --
Update Submission Types
Search
Return to Agent Menu
Return to Main Menu

Select the submissions you would like the agent to make then click **Add Submission Type**.


Relationship with AGENT 1234:
MSRB ID: G00243
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 500 MAIN STREET
SUITE 600
CITY, ST 12345
Types of submissions this organization can make on your behalf:
Submission Type
Relationship Status
-- No submission types authorized --
Types of submissions for which you would like this organization to act as your agent:
EMMA - Primary Market Disclosure
SHORT System
Add Submission Type
Search
Return to Agent Menu
Return to Main Menu

The submissions selected move to the upper section of the screen as a pending item awaiting approval by the agent organization. The submission types on the lower section of the screen are available for designation. If a submission type is removed from the agent, it will move to the lower section of the screen.

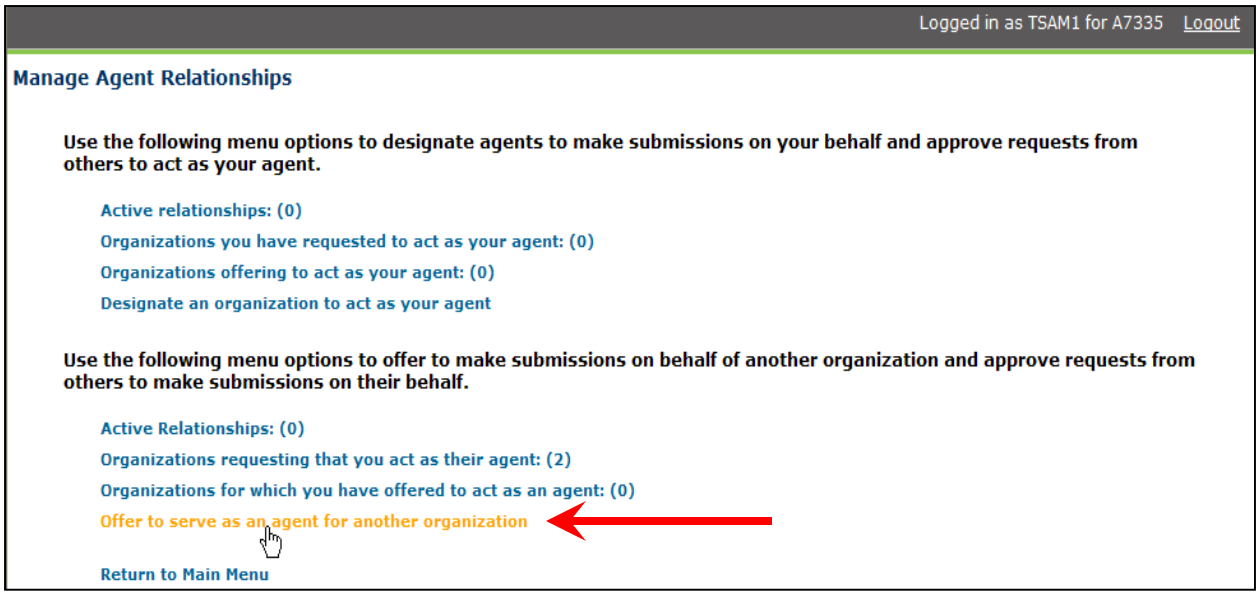

Relationship with AGENT 1234:
MSRB ID: G00243
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 500 MAIN STREET
SUITE 600
CITY, ST 12345
Modifications successfully processed
Types of submissions this organization can make on your behalf:
Submission Type
Relationship Status
EMMA - Primary Market Disclosure
Waiting for agent's approval
Remove Relationship
Types of submissions for which you would like this organization to act as your agent:
SHORT System
Add Submission Type
Search
Return to Agent Menu
Return to Main Menu

If the agent accepts the designation, the associated access right must be granted to the users in the organization who will make the submission.

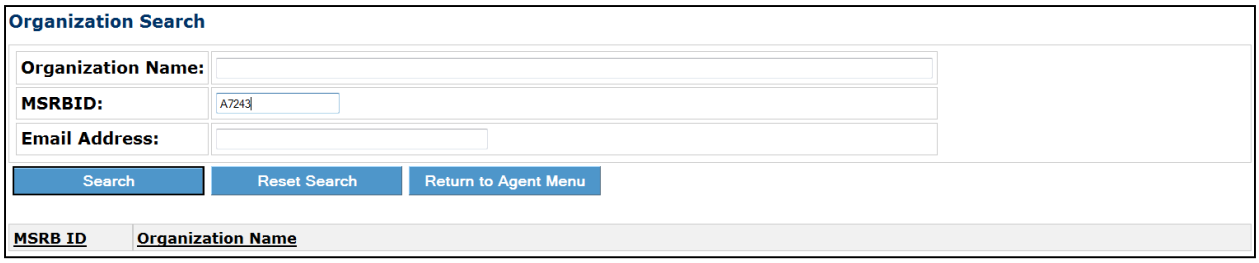
Request to Act as an Agent

Just as you can request an organization to act as your agent, you can also request to serve as an agent for an organization by following the steps below.

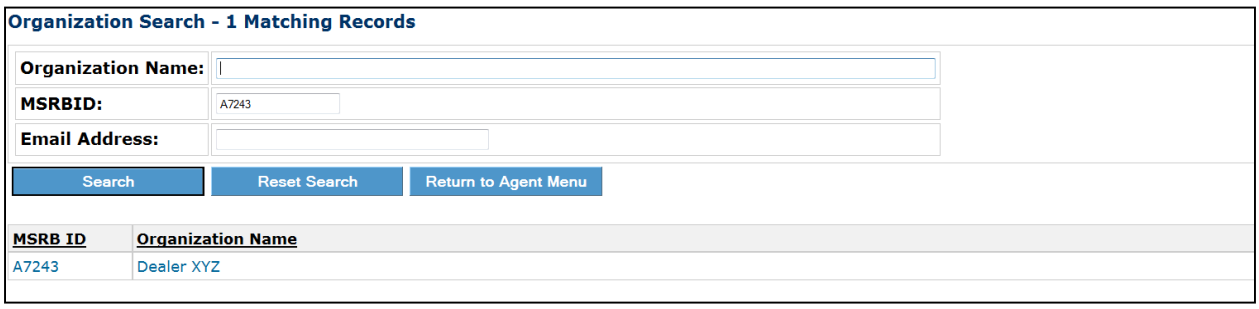
On the agent relationship page, navigate to the lower section of the screen that lists functions available when you chose to act in the role of an agent. Click the link **Offer to serve as an agent for another organization**.


Logged in as TSAM1 for A7335 Logout
Manage Agent Relationships
Use the following menu options to designate agents to make submissions on your behalf and approve requests from others to act as your agent.
Active relationships: (0)
Organizations you have requested to act as your agent: (0)
Organizations offering to act as your agent: (0)
Designate an organization to act as your agent
Use the following menu options to offer to make submissions on behalf of another organization and approve requests from others to make submissions on their behalf.
Active Relationships: (0)
Organizations requesting that you act as their agent: (2)
Organizations for which you have offered to act as an agent: (0)
Offer to serve as an agent for another organization
Return to Main Menu

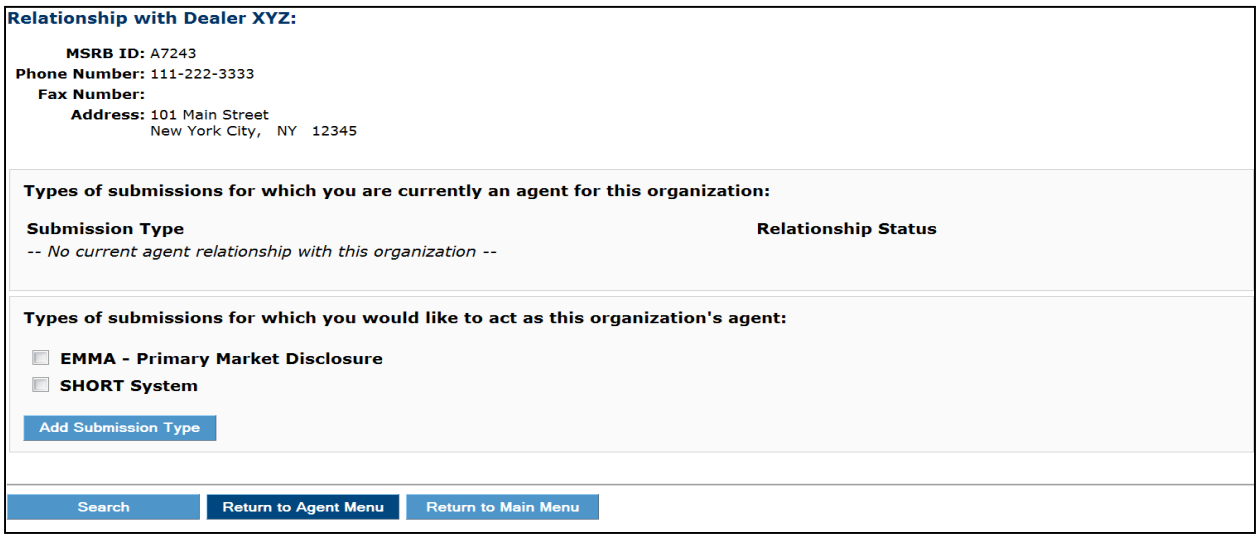
Enter search criteria and click **Search**.



Click the desired organization.



Click **Update Submission Types** for the types of submissions this organization can make.


Relationship with Dealer XYZ:
MSRB ID: A7243
Phone Number: 111-222-3333
Fax Number:
Address: 101 Main Street
New York City, NY 12345
Types of submissions for which you are currently an agent for this organization:
Submission Type
Relationship Status
-- No current agent relationship with this organization --
Types of submissions for which you would like to act as this organization's agent:
EMMA - Primary Market Disclosure
SHORT System
Add Submission Type
Search
Return to Agent Menu
Return to Main Menu

Select submission(s) that you would like to make then click **Add Submission Type**.

Relationship with Dealer XYZ:
MSRB ID: A7243
Phone Number: 111-222-3333
Fax Number:
Address: 101 Main Street
New York City, NY 12345
Types of submissions for which you are currently an agent for this organization:
Submission Type
Relationship Status
-- No current agent relationship with this organization --
Types of submissions for which you would like to act as this organization's agent:
EMMA - Primary Market Disclosure
SHORT System
Add Submission Type

Your request is placed in pending status, pending approval or denial of the submission type from the other organization. You will receive an email notification stating the actions taken.

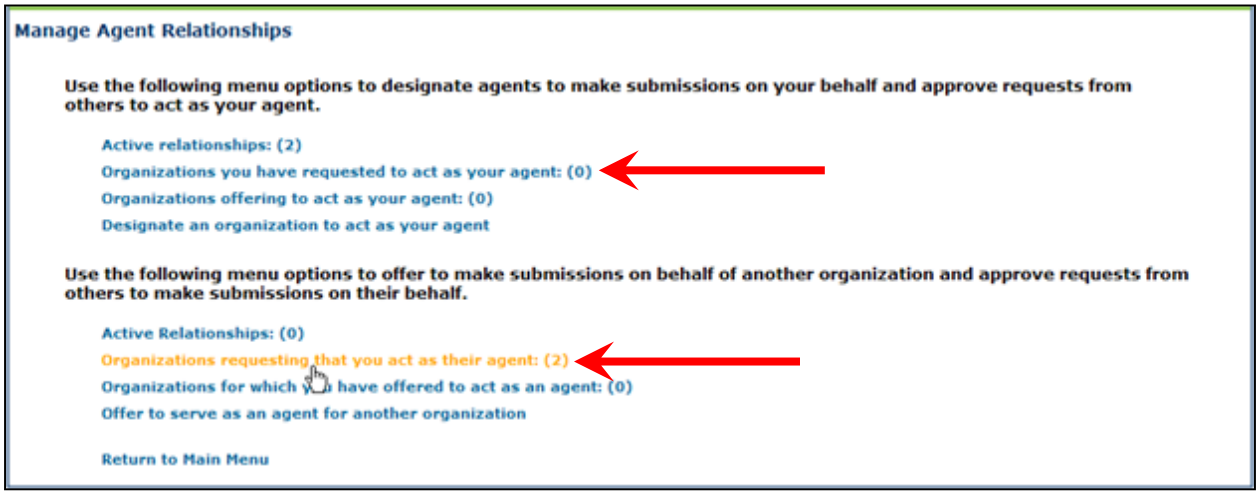
Relationship with Dealer XYZ:
MSRB ID: A7243
Phone Number: 111-222-3333
Fax Number:
Address: 101 Main Street
New York City, NY 12345
Modifications successfully processed
Types of submissions for which you are currently an agent for this organization:
Submission Type
Relationship Status
EMMA - Primary Market Disclosure
Waiting for their approval
SHORT System
Waiting for their approval
Remove Relationship
Types of submissions for which you would like to act as this organization's agent:
-- No additional submission types available --
Search
Return to Agent Menu
Return to Main Menu

If the submission type is approved, the associated access right must be granted to the users in the organization who will make the submission.

Accept or Decline an Agent Designation Request

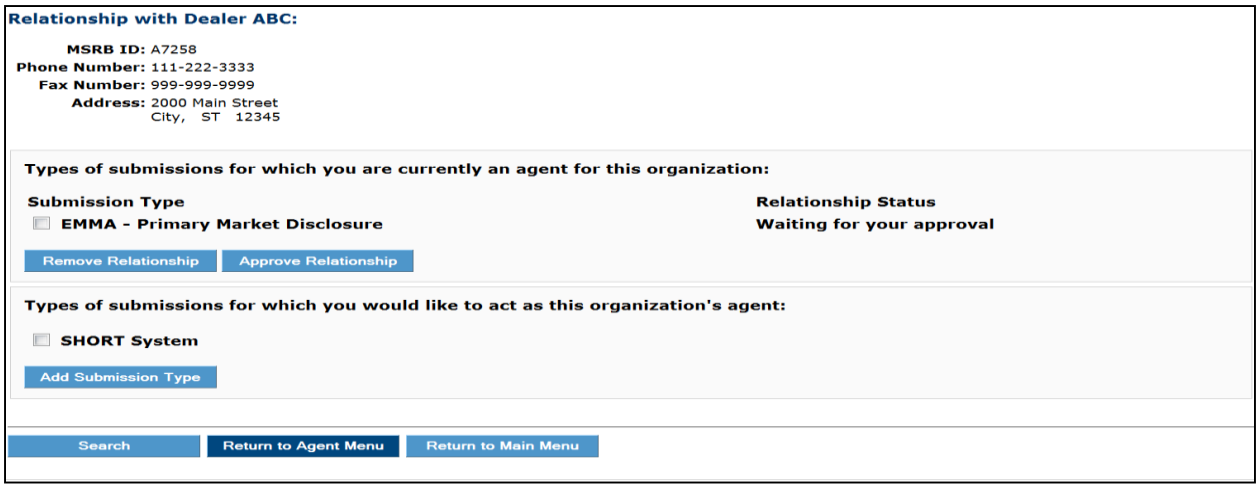
To accept or decline an agent designation request, follow the steps below.

From the **Manage Organization Relationships** screen, click the **Organizations you have requested to act as your agent** or **Organizations requesting that you act as their agent** link.

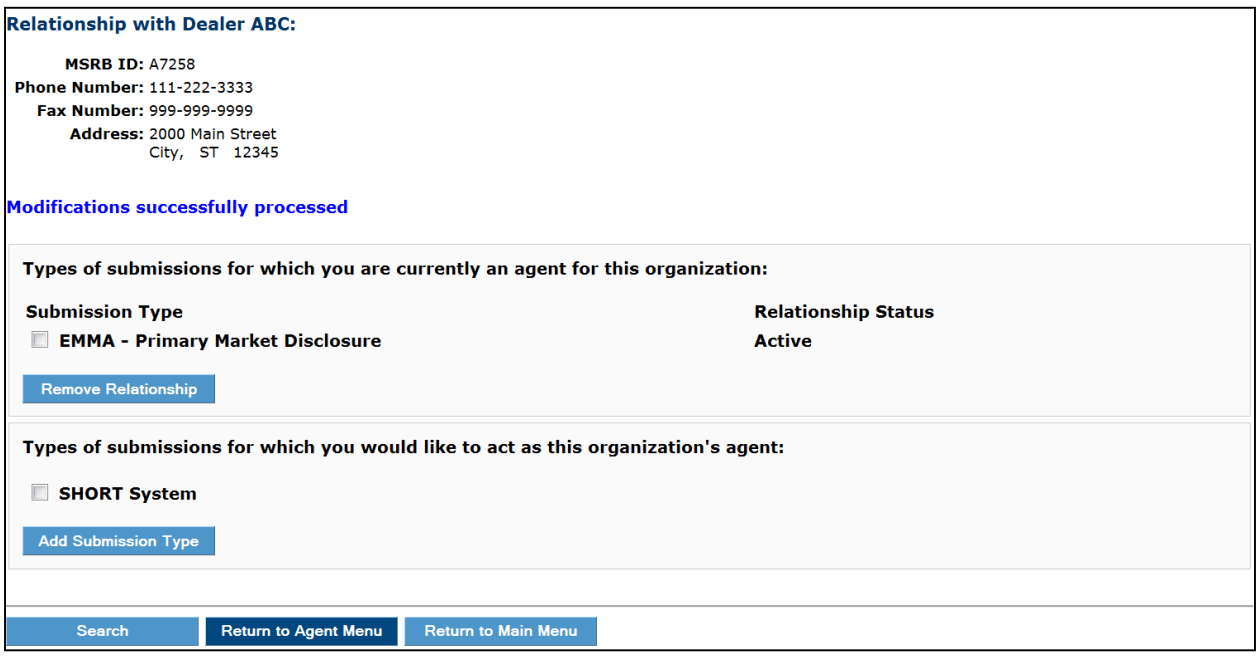

Manage Agent Relationships
Use the following menu options to designate agents to make submissions on your behalf and approve requests from others to act as your agent.
Active relationships: (2)
Organizations you have requested to act as your agent: (0)
Organizations offering to act as your agent: (0)
Designate an organization to act as your agent
Use the following menu options to offer to make submissions on behalf of another organization and approve requests from others to make submissions on their behalf.
Active Relationships: (0)
Organizations requesting that you act as their agent: (2)
Organizations for which you have offered to act as an agent: (0)
Offer to serve as an agent for another organization
Return to Main Menu

Pending requests are displayed. Click on submission type to accept or decline the request.

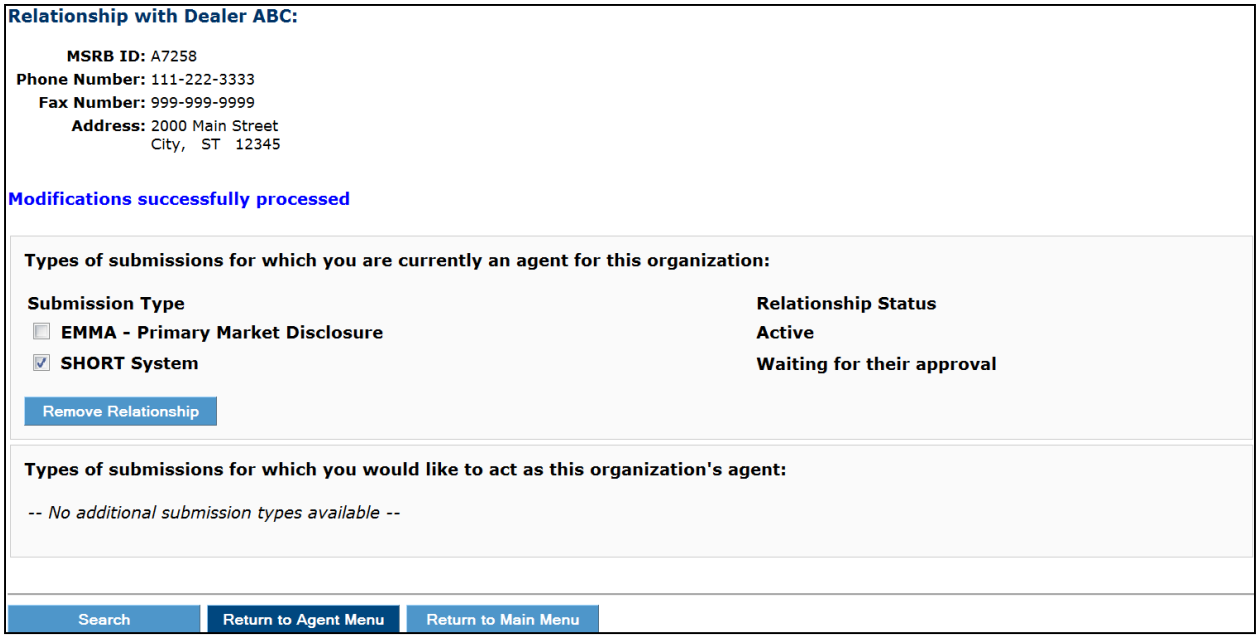
To accept the designation, click on the box for each submission type you choose to accept then click Approve Relationship.


Relationship with Dealer ABC:
MSRB ID: A7258
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 2000 Main Street
City, ST 12345
Types of submissions for which you are currently an agent for this organization:
Submission Type
Relationship Status
EMMA - Primary Market Disclosure
Waiting for your approval
Remove Relationship
Approve Relationship
Types of submissions for which you would like to act as this organization's agent:
SHORT System
Add Submission Type
Search
Return to Agent Menu
Return to Main Menu

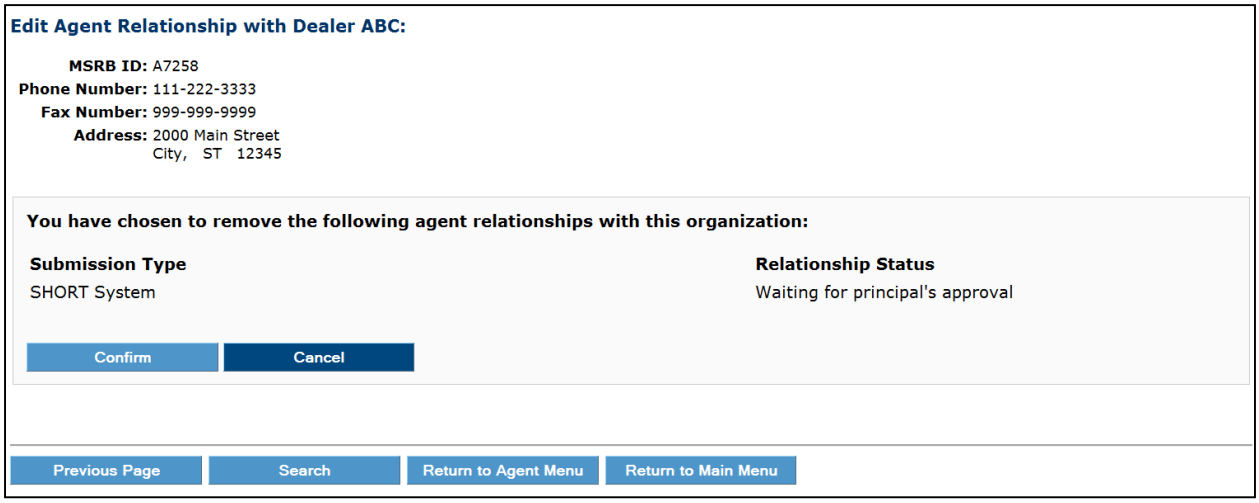
The approved submission type shows as Active.


Relationship with Dealer ABC:
MSRB ID: A7258
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 2000 Main Street
City, ST 12345
Modifications successfully processed
Types of submissions for which you are currently an agent for this organization:
Submission Type
Relationship Status
EMMA - Primary Market Disclosure
Active
Remove Relationship
Types of submissions for which you would like to act as this organization's agent:
SHORT System
Add Submission Type
Search
Return to Agent Menu
Return to Main Menu

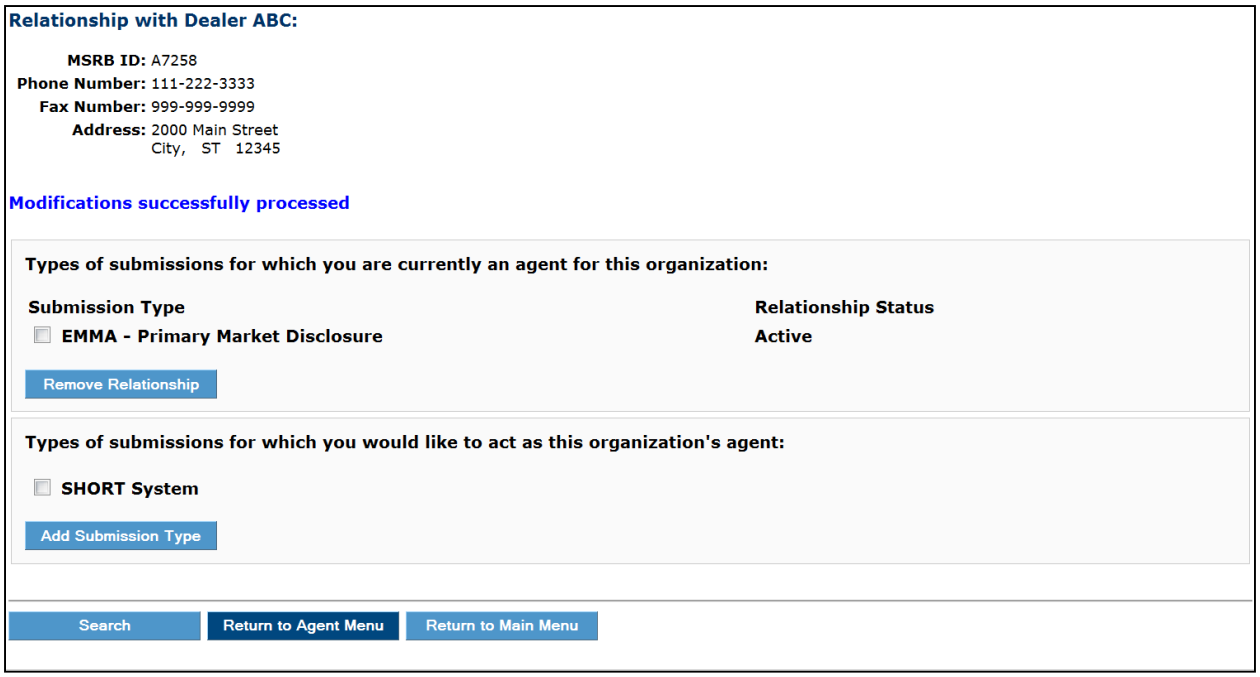
To decline the designation, click the box for each submission type that you do not choose to accept and then click **Remove Relationship**.


Relationship with Dealer ABC:
MSRB ID: A7258
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 2000 Main Street
City, ST 12345
Modifications successfully processed
Types of submissions for which you are currently an agent for this organization:
Submission Type
Relationship Status
EMMA - Primary Market Disclosure
Active
SHORT System
Waiting for their approval
Remove Relationship
Types of submissions for which you would like to act as this organization's agent:
-- No additional submission types available --
Search
Return to Agent Menu
Return to Main Menu

Click **Confirm** to remove the agent relationship(s).



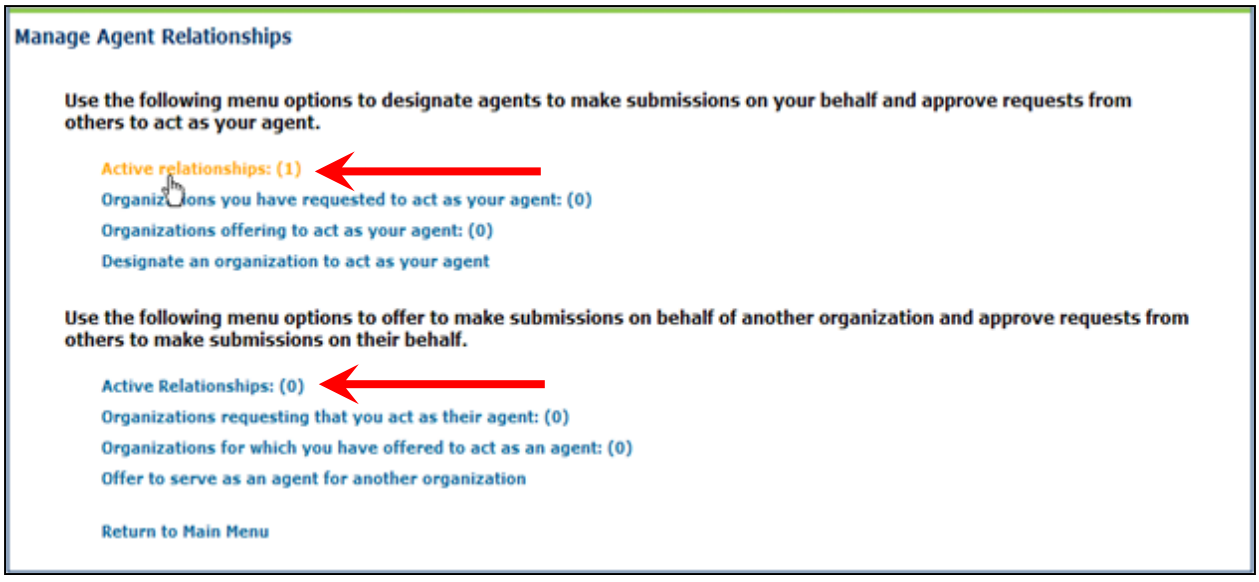
The submission type appears in the lower section of the screen and is available for future designation.


Relationship with Dealer ABC:
MSRB ID: A7258
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 2000 Main Street
City, ST 12345
Modifications successfully processed
Types of submissions for which you are currently an agent for this organization:
Submission Type
Relationship Status
EMMA - Primary Market Disclosure
Active
Remove Relationship
Types of submissions for which you would like to act as this organization's agent:
SHORT System
Add Submission Type
Search
Return to Agent Menu
Return to Main Menu

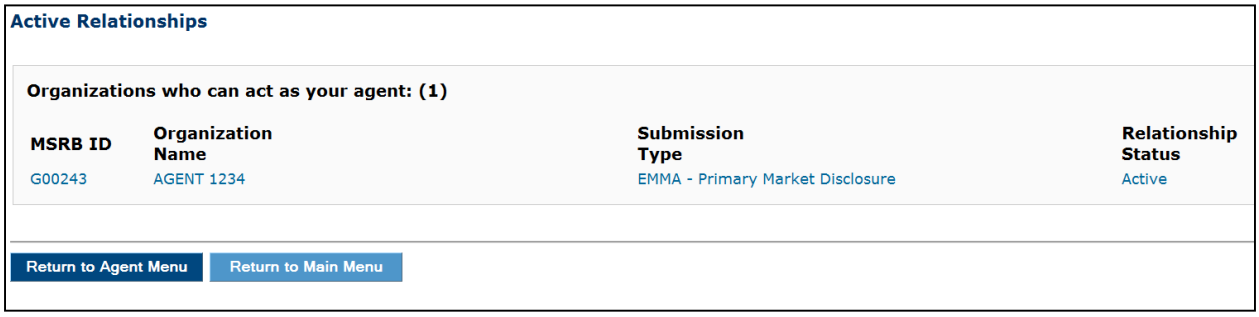
Manage Agent Designation Rights

An agent relationship can be amended by both the agent and the designating organization at anytime. Either party can request additional submission types or remove an existing submission type.

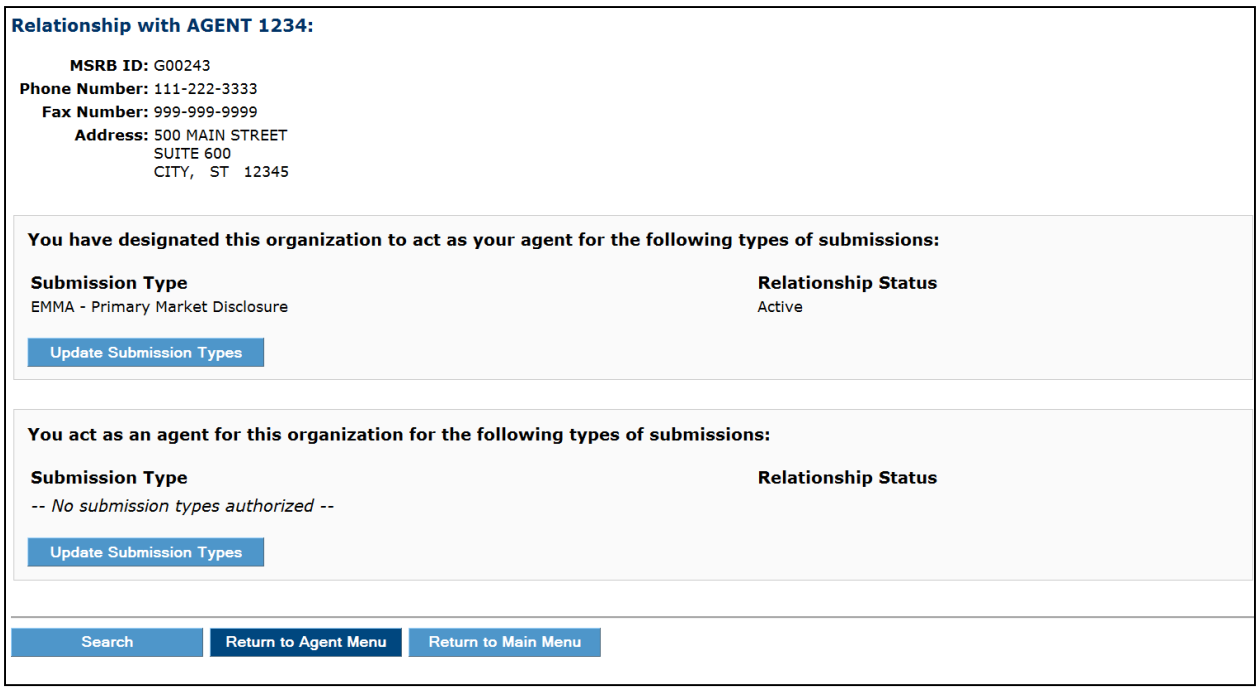
To amend designations, click the **Active Relationships** link.


Manage Agent Relationships
Use the following menu options to designate agents to make submissions on your behalf and approve requests from others to act as your agent.
Active relationships: (1)
Organizations you have requested to act as your agent: (0)
Organizations offering to act as your agent: (0)
Designate an organization to act as your agent
Use the following menu options to offer to make submissions on behalf of another organization and approve requests from others to make submissions on their behalf.
Active Relationships: (0)
Organizations requesting that you act as their agent: (0)
Organizations for which you have offered to act as an agent: (0)
Offer to serve as an agent for another organization
Return to Main Menu

All active agent relationships appear. Click the organization you wish to update.

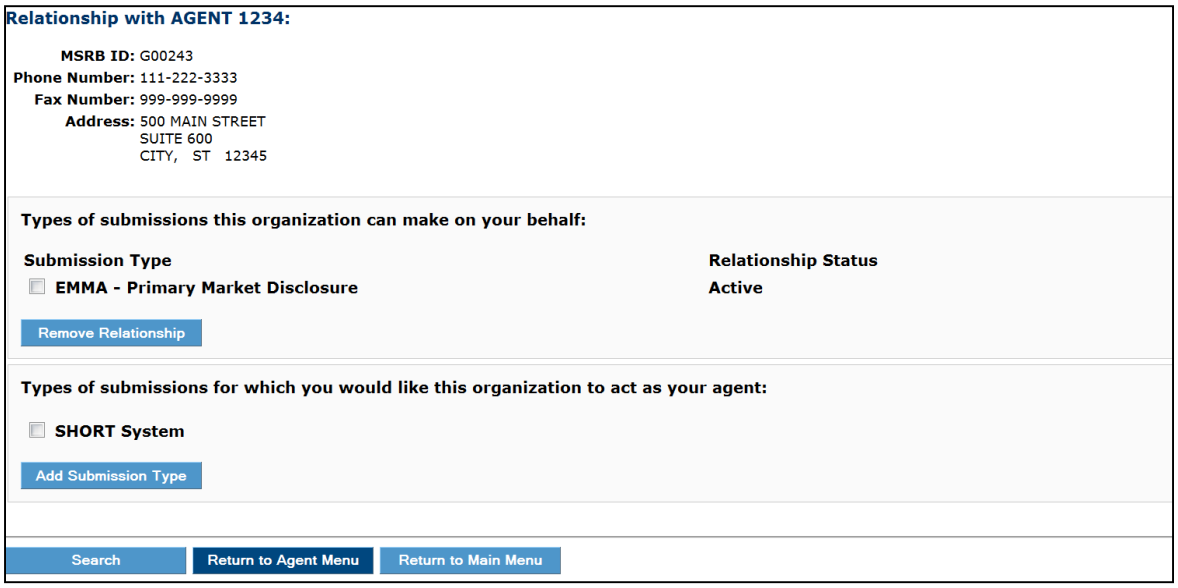


Submissions that this organization makes on your behalf will display on the upper section of the screen. Submissions that you make for this organization will display on the lower section of the screen. Click **Update Submission Types** to add or remove a submissions type.


Relationship with AGENT 1234:
MSRB ID: G00243
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 500 MAIN STREET
SUITE 600
CITY, ST 12345
You have designated this organization to act as your agent for the following types of submissions:
Submission Type
Relationship Status
EMMA - Primary Market Disclosure
Active
Update Submission Types
You act as an agent for this organization for the following types of submissions:
Submission Type
Relationship Status
-- No submission types authorized --
Update Submission Types
Search
Return to Agent Menu
Return to Main Menu

The first part of the screen below lists active submission rights. Click **Remove Relationship** to remove this right.

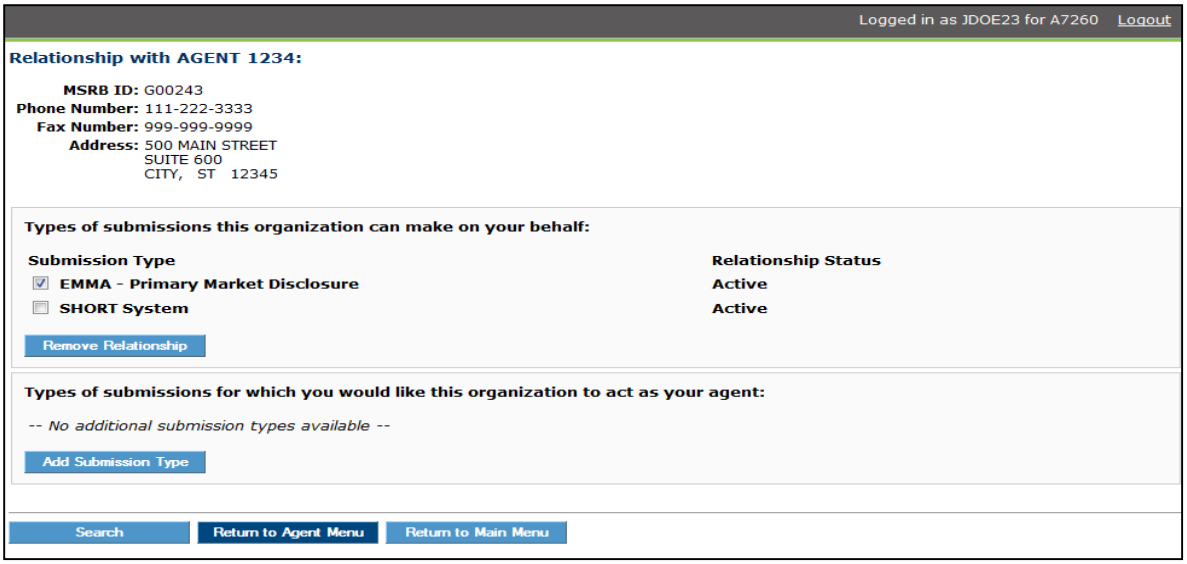
The second section on this screen lists submission rights that have not been designated. Click **Add submission type** to request this submission type. An email is forwarded to the organization and they will accept or decline the designation request.



Deactivation of Agent Relationship

An organization can remove a submission type in an agent relationship at any time. It is important to note however that removing a submission right will disable a user's account if the submission type that is removed is the only Gateway account access right that was granted to the user. The Master Account Administrators of the impacted organization will be alerted of their affected users.

If an agent no longer wishes to make a submission on behalf of another organization, and removes the submission type from the agent relationship, the user account is disabled as a result of this action once the action is confirmed.


Logged in as JDOE23 for A7260 Logout
Relationship with AGENT 1234:
MSRB ID: G00243
Phone Number: 111-222-3333
Fax Number: 999-999-9999
Address: 500 MAIN STREET
SUITE 600
CITY, ST 12345
Types of submissions this organization can make on your behalf:
Submission Type
Relationship Status
EMMA - Primary Market Disclosure
Active
SHORT System
Active
Remove Relationship
Types of submissions for which you would like this organization to act as your agent:
-- No additional submission types available --
Add Submission Type
Search
Return to Agent Menu
Return to Main Menu

If a submission type is removed and results in the disablement of a users account in Gateway, the Master Account Administrator of the impacted organization receives the following email. The email lists the user accounts that were deactivated as a result of the action.

The email below is an example of what an agent receives when the designating organization removes their submission rights. The text of the email changes slightly if an agent requests to remove a submission right.

> Be advised that the Master Account Administrator for Organization XYZ has modified its relationship with your organization. Organization XYZ requests that your organization make the following submission(s) to EMMA on their behalf:
>
> EMMA Voluntary OS/ARD Submission
>
> The following users have had rights removed since those rights were dependent on this agent relationship:
>
> USERID: JDOE
> User Name: JOHN DOE
> Email Address: jdoe@dealerxyz.com
> Right Removed: EMMA Voluntary OS/ARD Submission
>
> Please contact Jane Thomas Ms., Master Account Administrator for Organization XYZ, at 111-222-3333 if you have questions regarding this modification.
>
> If you need assistance please contact MSRB's support line at 202-838-1330.
>
> This is a system-generated email. PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED.

If a user's account is deactivated, the user cannot log into Gateway. To reactivate a disabled account, the Master Account Administrator must grant the user at least one Gateway account access right.

Part 5: Groups

The Groups feature in Gateway gives the Master Account Administrator the option of forming smaller subgroups in Gateway. The MSRB highly recommends that only large organizations utilize the Group feature. This will facilitate easier account management for large organizations that must manage a large number of user accounts. The user accounts can be placed in groups and the groups can, at the discretion of the Master Account Administrator, be designated based on geographical location, department sector, job title, etc.

Group Roles and Responsibilities

User roles and responsibilities for Groups are described below.

Master Account Administrator

The Master Account Administrators can perform the following functions:

- Create, edit and delete a Group
- Add users to a Group
- Remove users from a Group
- Add himself/herself to a Group (Master Account Administrator privileges will not be affected)
- Appoint Group Account Administrators
- Remove a user's Group Account Administrator role by:
    - Removing the user from the Group(s) that he/she manages. If removed from all groups, the user will become a Global Account Administrator
    - Remove the user's Account Administrator account access right. The user will remain in the group that he/she previously managed, but will no longer have administrative rights.
- Appoint Global Account Administrators by granting the user Account Administrator account access rights, but not appointing the user to a group.
- Remove a user's Global Account Administrator role by removing the user's Account Administrator account access rights. The user will no longer have administrative rights and the user's account will be disabled if no other user account access rights are granted.

Global Account Administrator

Global Account Administrators can perform the following functions for all users except the Master Account Administrator:

- Add users to a group (with the exception of Global Account Administrators)
- Edit all Group accounts

- Move users from one Group to another Group (with the exception of Global Account Administrators who do not belong to a Group)
- Move Group Account Administrators from one group to another

The Global Account Administrator cannot perform the following functions:

- Add, edit or delete a Group
- Grant Account Administrator account access rights (therefore cannot create Global Account Administrators or Group Account Administrators)
- Remove Account Administrator account access rights (therefore cannot remove Global Account Administrator or Group Account Administrator roles)

Group Account Administrator

Group Account Administrators have administrative rights that are limited to users within his/her group.

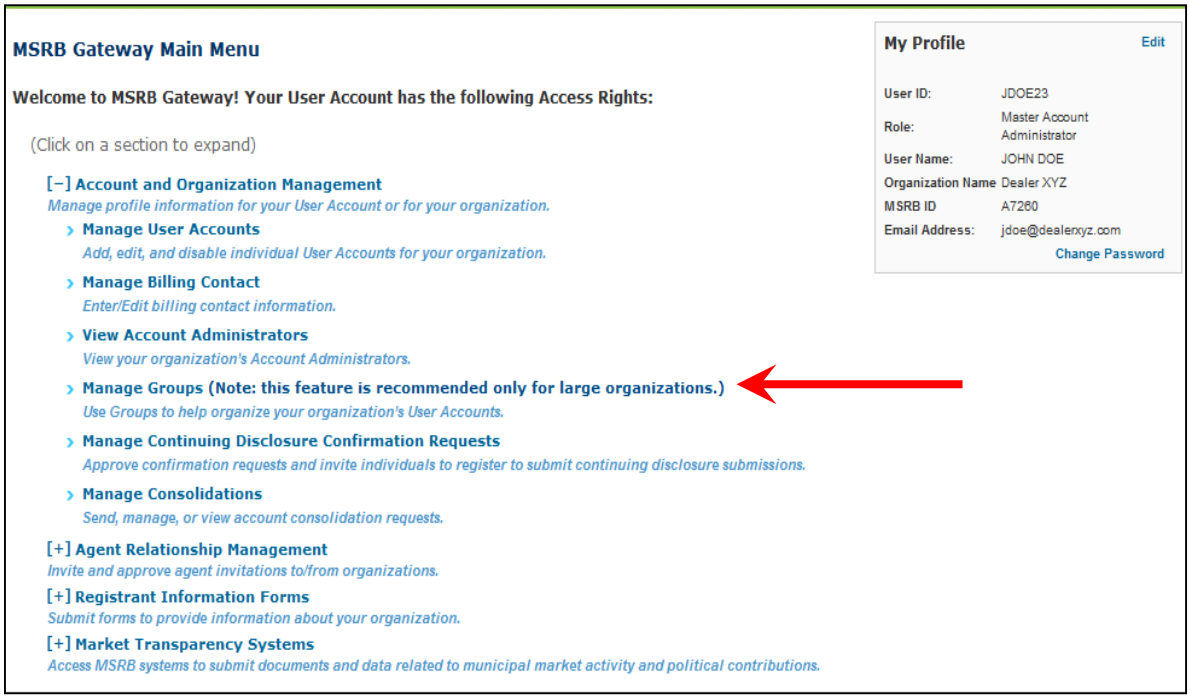
A Group Account Administrator can perform the following functions:

- Manage user accounts within his/her Group(s)
- Create new users. The new user will be added to a Group that the Group Account Administrator manages.
- While a group can be administered by only one Group Account Administrator, a Group Account Administrator can administer multiple groups.

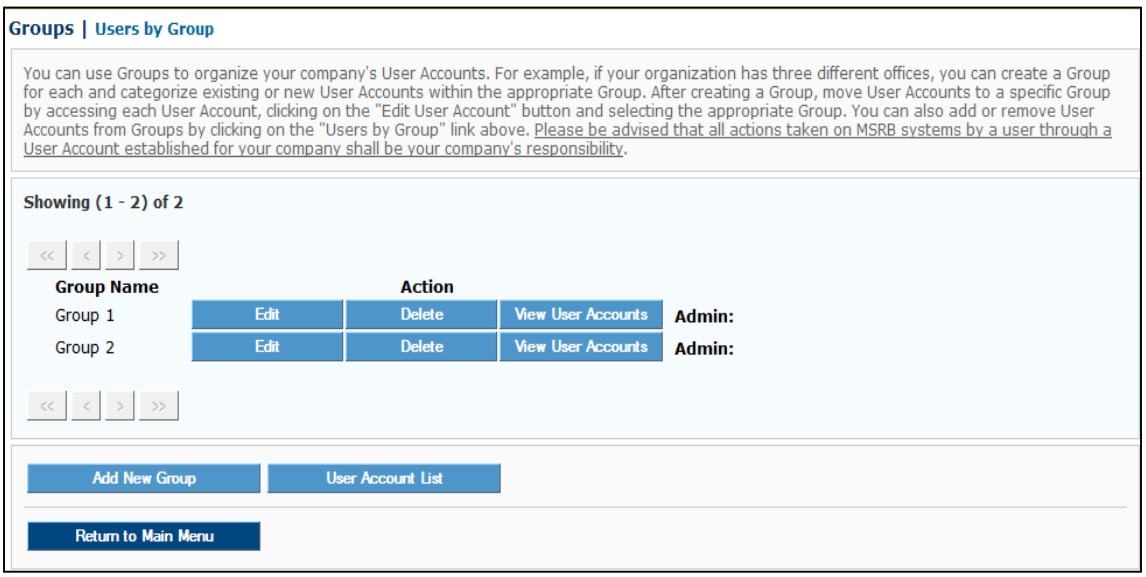
Create a New Group

To use the Groups feature, the Master Account Administrator must first create a Group using the following steps:

From the MSRB Gateway Main Menu expand **Account and Company Management** link. Click **Manage Groups**.


MSRB Gateway Main Menu
Welcome to MSRB Gateway! Your User Account has the following Access Rights:
(Click on a section to expand)
[−] Account and Organization Management
Manage profile information for your User Account or for your organization.
Manage User Accounts
Add, edit, and disable individual User Accounts for your organization.
Manage Billing Contact
Enter/Edit billing contact information.
View Account Administrators
View your organization's Account Administrators.
Manage Groups (Note: this feature is recommended only for large organizations.)
Use Groups to help organize your organization's User Accounts.
Manage Continuing Disclosure Confirmation Requests
Approve confirmation requests and invite individuals to register to submit continuing disclosure submissions.
Manage Consolidations
Send, manage, or view account consolidation requests.
[+] Agent Relationship Management
Invite and approve agent invitations to/from organizations.
[+] Registrant Information Forms
Submit forms to provide information about your organization.
[+] Market Transparency Systems
Access MSRB systems to submit documents and data related to municipal market activity and political contributions.
My Profile
Edit
User ID: JDOE23
Role: Master Account Administrator
User Name: JOHN DOE
Organization Name Dealer XYZ
MSRB ID A7260
Email Address: jdoe@dealerxyz.com
Change Password

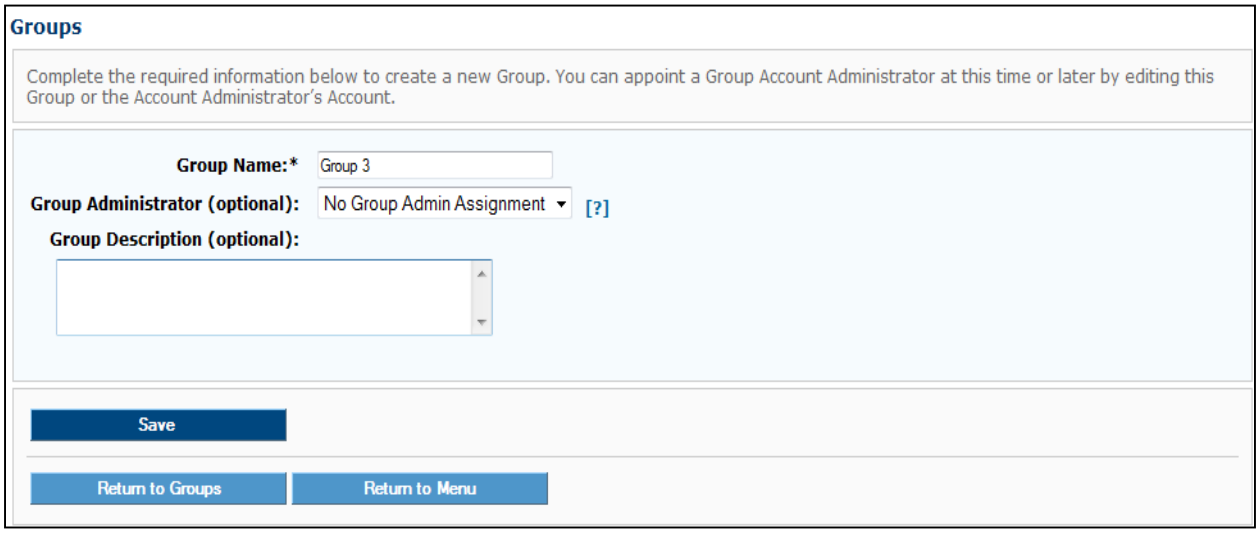
A list of Groups within the organization appears. Click **Add New Group**.


Groups | Users by Group
You can use Groups to organize your company's User Accounts. For example, if your organization has three different offices, you can create a Group for each and categorize existing or new User Accounts within the appropriate Group. After creating a Group, move User Accounts to a specific Group by accessing each User Account, clicking on the "Edit User Account" button and selecting the appropriate Group. You can also add or remove User Accounts from Groups by clicking on the "Users by Group" link above. Please be advised that all actions taken on MSRB systems by a user through a User Account established for your company shall be your company's responsibility.
Showing (1 - 2) of 2
Group Name
Action
Group 1
Edit
Delete
View User Accounts
Admin:
Group 2
Edit
Delete
View User Accounts
Admin:
Add New Group
User Account List
Return to Main Menu

Enter the **Group Name** then select a **Group Account Administrator** from the drop-down menu option which provides a list of all Account Administrators within the organization

A Group Account Administrator can be added at a later point if an Administrator has not been appointed yet, or if the desired Administrator is not an option in the drop down menu.

Next, enter a brief description of the Group (optional) then click **Save** to create the Group.


Groups
Complete the required information below to create a new Group. You can appoint a Group Account Administrator at this time or later by editing this Group or the Account Administrator's Account.
Group Name:*
Group 3
Group Administrator (optional):
No Group Admin Assignment
[?]
Group Description (optional):
Save
Return to Groups
Return to Menu

A confirmation screen appears which confirms the addition of a new Group.

Click on the **Accounts List** button to view a listing of all users in the organization.

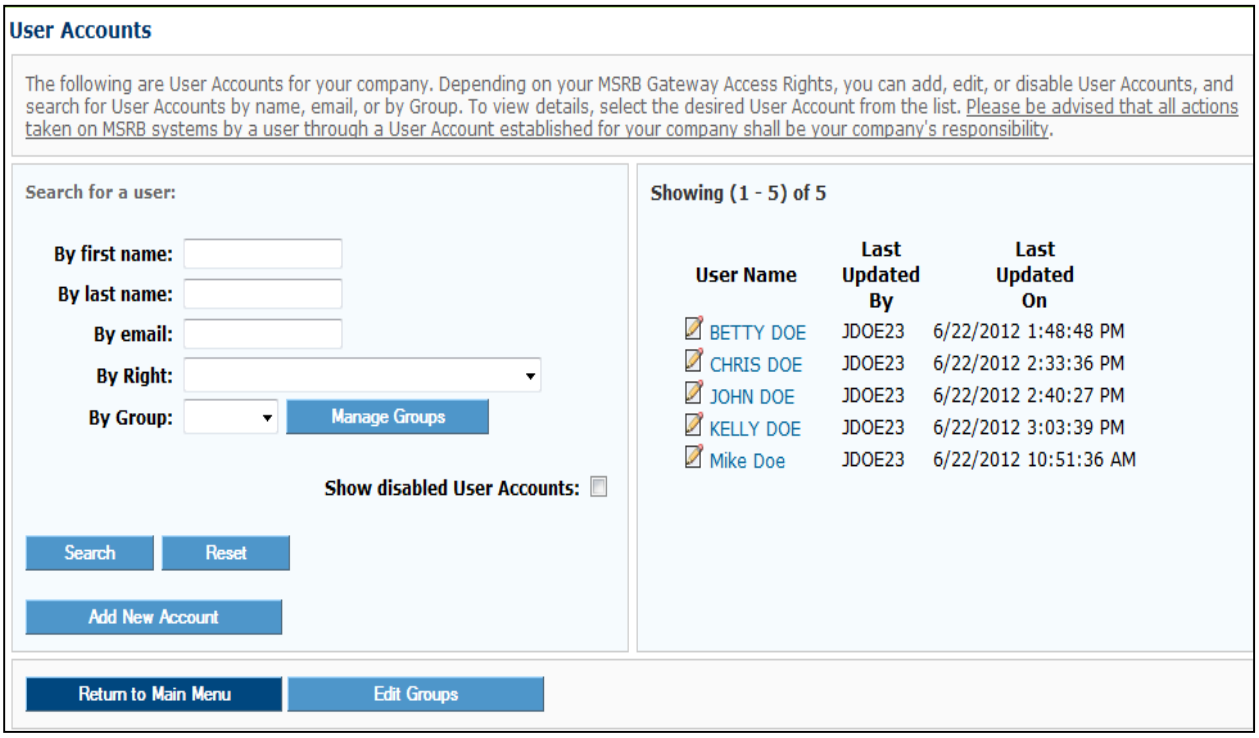
Add User to a Group

This function can only be performed by an Account Administrator.

Navigate to MSRB Gateway Main Menu and expand the **Account and Organization Management Link**. Next, click on **Manage User Accounts** to get a listing of all users in the organization.

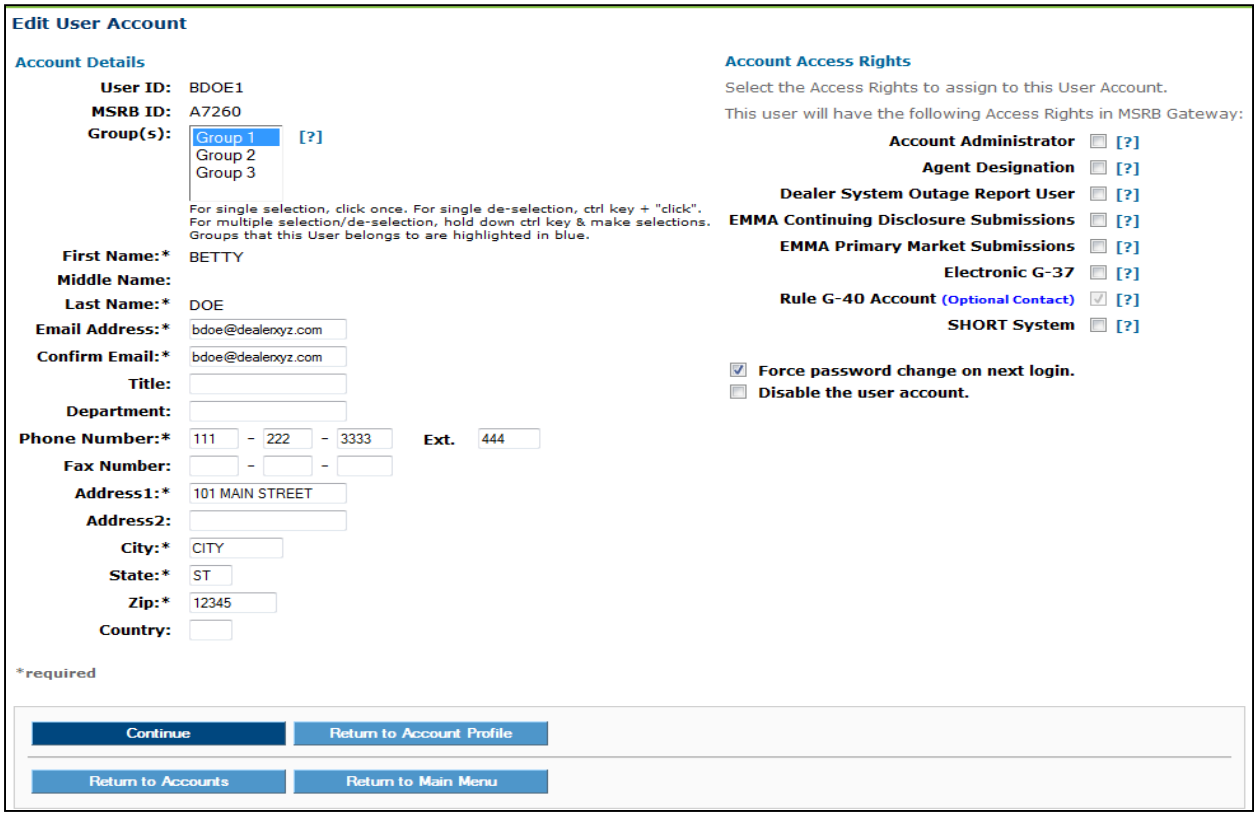
On the **User Accounts** page, select the user you would like to add to a group.

If the user is not listed on the **User Accounts** page, add the new user by clicking on **Add New Account** and create an account for the user.

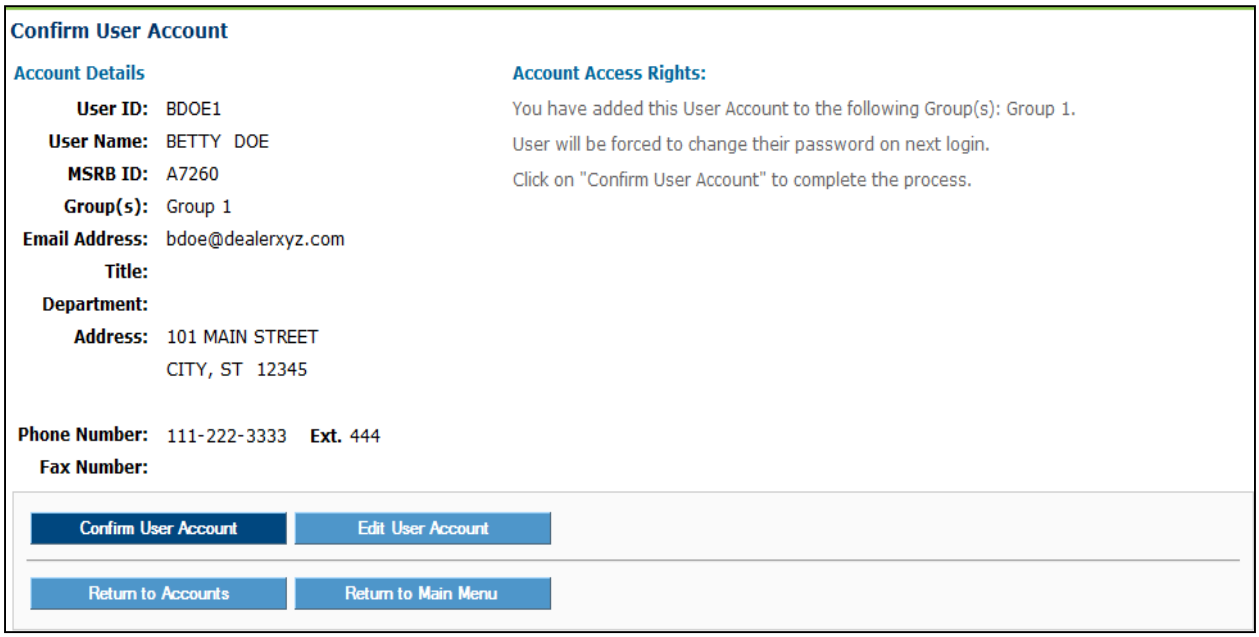

User Accounts
The following are User Accounts for your company. Depending on your MSRB Gateway Access Rights, you can add, edit, or disable User Accounts, and search for User Accounts by name, email, or by Group. To view details, select the desired User Account from the list. Please be advised that all actions taken on MSRB systems by a user through a User Account established for your company shall be your company's responsibility.
Search for a user:
By first name:
By last name:
By email:
By Right:
By Group:
Manage Groups
Show disabled User Accounts:
Search
Reset
Add New Account
Showing (1 - 5) of 5
User Name
Last Updated By
Last Updated On
BETTY DOE JDOE23 6/22/2012 1:48:48 PM
CHRIS DOE JDOE23 6/22/2012 2:33:36 PM
JOHN DOE JDOE23 6/22/2012 2:40:27 PM
KELLY DOE JDOE23 6/22/2012 3:03:39 PM
Mike Doe JDOE23 6/22/2012 10:51:36 AM
Return to Main Menu
Edit Groups

Add the user **to a Group by** clicking on the Group. A user can be placed in several groups by holding down the control key while selecting the Groups.

Click **Continue** to continue with the updates.


Edit User Account
Account Details
User ID: BDOE1
MSRB ID: A7260
Group(s): Group 1 Group 2 Group 3 [?]
For single selection, click once. For single de-selection, ctrl key + "click".
For multiple selection/de-selection, hold down ctrl key & make selections.
Groups that this User belongs to are highlighted in blue.
First Name:* BETTY
Middle Name:
Last Name:* DOE
Email Address:* bdoe@dealerxyz.com
Confirm Email:* bdoe@dealerxyz.com
Title:
Department:
Phone Number:* 111 - 222 - 3333 Ext. 444
Fax Number: - -
Address1:* 101 MAIN STREET
Address2:
City:* CITY
State:* ST
Zip:* 12345
Country:
*required
Account Access Rights
Select the Access Rights to assign to this User Account.
This user will have the following Access Rights in MSRB Gateway:
Account Administrator [?]
Agent Designation [?]
Dealer System Outage Report User [?]
EMMA Continuing Disclosure Submissions [?]
EMMA Primary Market Submissions [?]
Electronic G-37 [?]
Rule G-40 Account (Optional Contact) [?]
SHORT System [?]
Force password change on next login.
Disable the user account.
Continue
Return to Account Profile
Return to Accounts
Return to Main Menu

The confirmation screen notes updates to the user's account. The user will receive an email detailing the changes to their account. Click **Confirm User Account** to confirm the update.


Confirm User Account
Account Details
User ID: BDOE1
User Name: BETTY DOE
MSRB ID: A7260
Group(s): Group 1
Email Address: bdoe@dealerxyz.com
Title:
Department:
Address: 101 MAIN STREET
CITY, ST 12345
Phone Number: 111-222-3333 Ext. 444
Fax Number:
Account Access Rights:
You have added this User Account to the following Group(s): Group 1.
User will be forced to change their password on next login.
Click on "Confirm User Account" to complete the process.
Confirm User Account
Edit User Account
Return to Accounts
Return to Main Menu

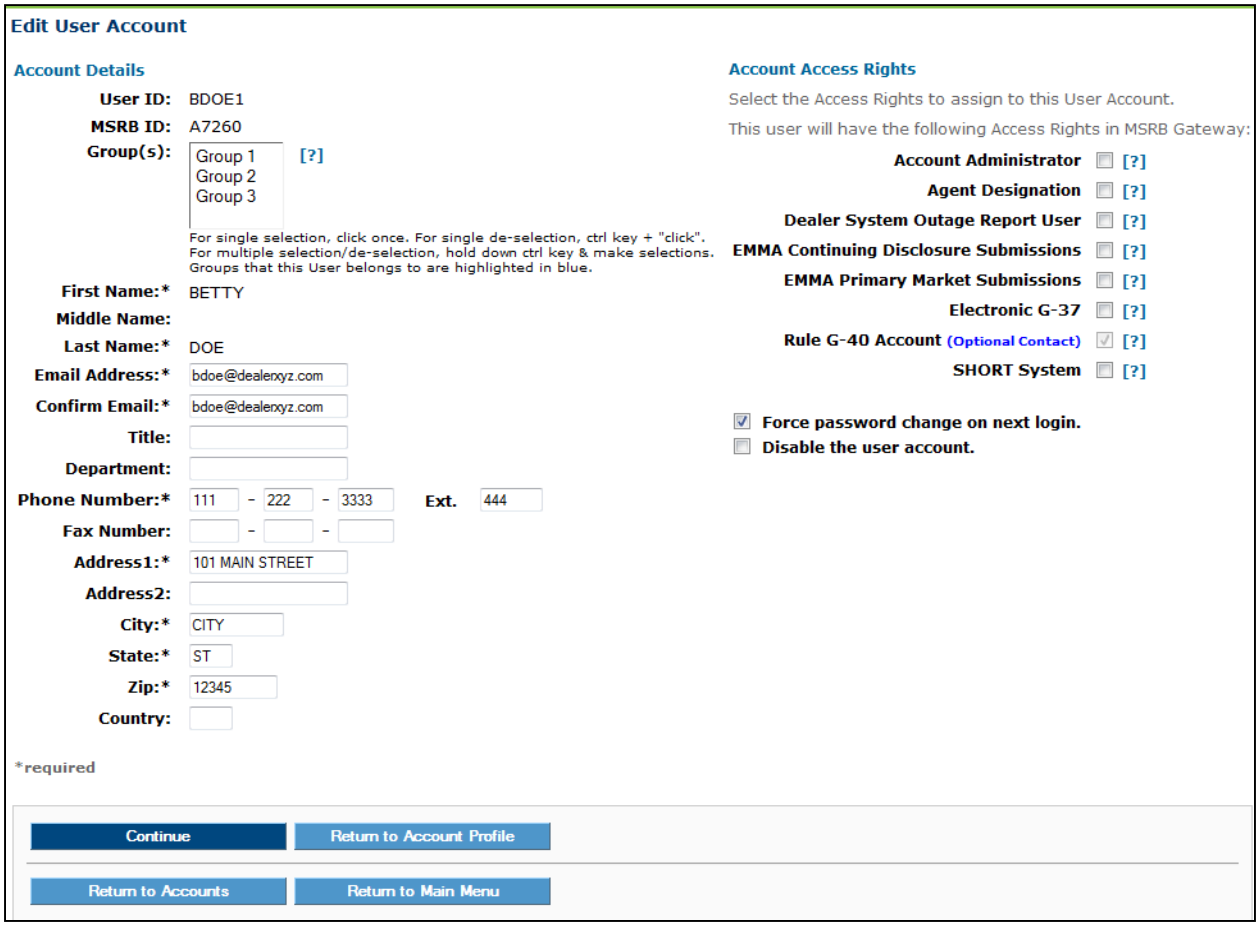
Delete User from a Group

Use the following steps to delete a user from a group.

Navigate to the users Account Details page and click **Edit User Account**.

On the user's account detail screen the group(s) that the user belongs to will be highlighted. To remove the user from a group press the Ctrl key and click on the highlighted group to deselect the group.

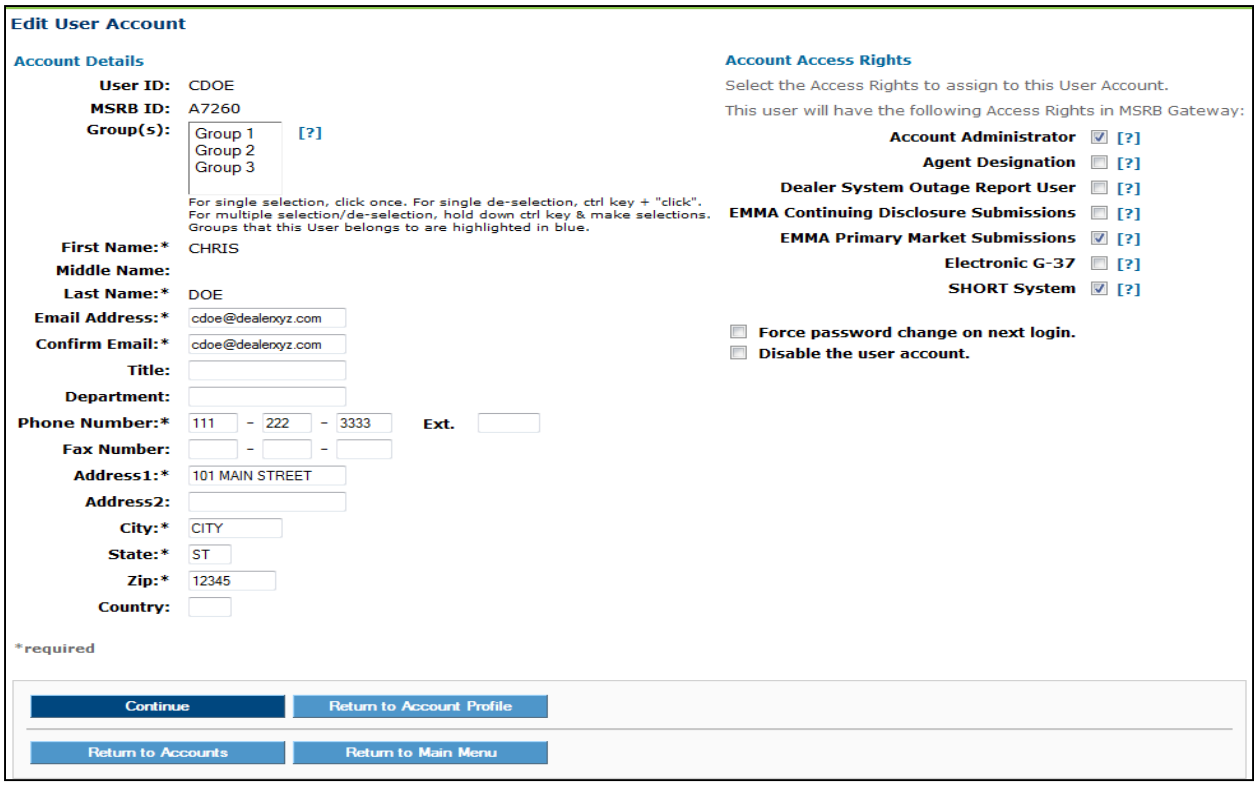
If the user has **Account Administrator** account access rights, and is removed from all groups the user will become a Global Account Administrator.


Edit User Account
Account Details
User ID: BDOE1
MSRB ID: A7260
Group(s): Group 1 Group 2 Group 3 [?]
For single selection, click once. For single de-selection, ctrl key + "click".
For multiple selection/de-selection, hold down ctrl key & make selections.
Groups that this User belongs to are highlighted in blue.
First Name:* BETTY
Middle Name:
Last Name:* DOE
Email Address:* bdoe@dealerxyz.com
Confirm Email:* bdoe@dealerxyz.com
Title:
Department:
Phone Number:* 111 - 222 - 3333 Ext. 444
Fax Number: - -
Address1:* 101 MAIN STREET
Address2:
City:* CITY
State:* ST
Zip:* 12345
Country:
*required
Account Access Rights
Select the Access Rights to assign to this User Account.
This user will have the following Access Rights in MSRB Gateway:
Account Administrator [?]
Agent Designation [?]
Dealer System Outage Report User [?]
EMMA Continuing Disclosure Submissions [?]
EMMA Primary Market Submissions [?]
Electronic G-37 [?]
Rule G-40 Account (Optional Contact) [?]
SHORT System [?]
Force password change on next login.
Disable the user account.
Continue
Return to Account Profile
Return to Accounts
Return to Main Menu

Create Global Account Administrator

Only the Master Account Administrator can create a Global Account Administrator. The Master Account Administrator must grant **Account Administrator** rights to an existing user or create a new user and grant them this right. The Global Account Administrator will not be assigned to any Group. Use the following steps to create a Global Account Administrator.

Grant the user **Account Administrator** rights then click **Continue.**

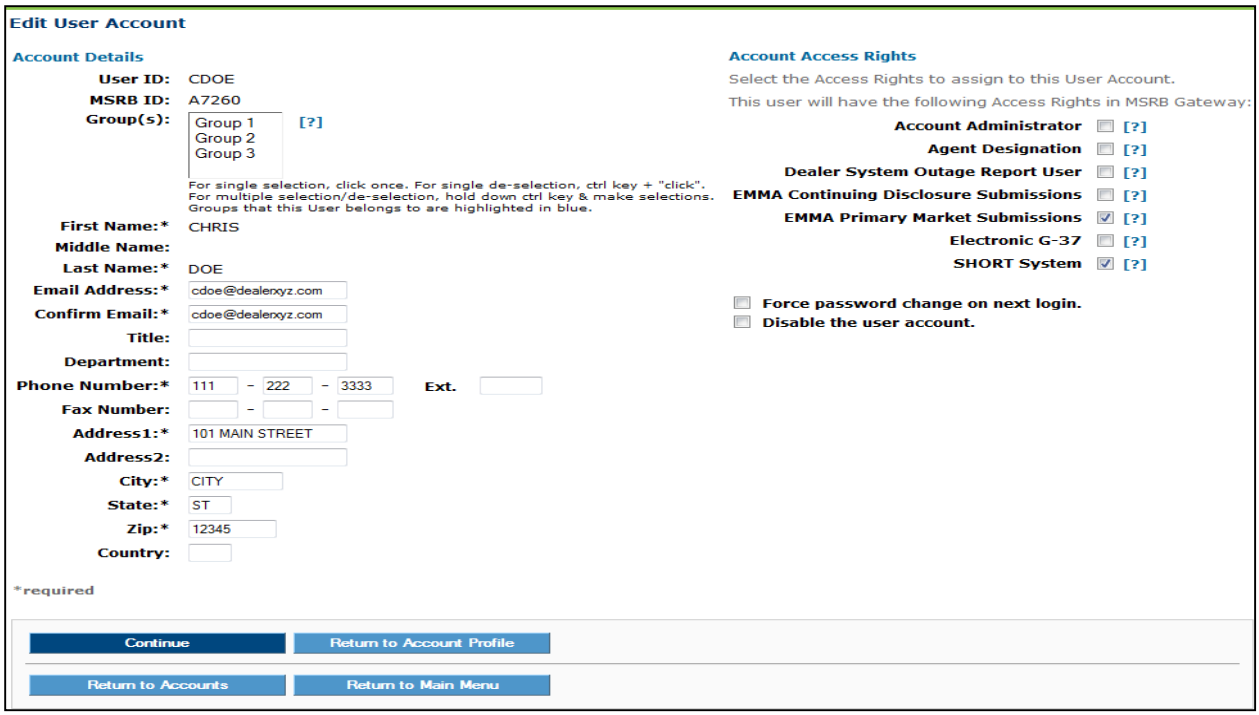

Edit User Account
Account Details
User ID: CDOE
MSRB ID: A7260
Group(s): Group 1 Group 2 Group 3 [?]
For single selection, click once. For single de-selection, ctrl key + "click".
For multiple selection/de-selection, hold down ctrl key & make selections.
Groups that this User belongs to are highlighted in blue.
First Name:* CHRIS
Middle Name:
Last Name:* DOE
Email Address:* cdoe@dealerxyz.com
Confirm Email:* cdoe@dealerxyz.com
Title:
Department:
Phone Number:* 111 - 222 - 3333 Ext.
Fax Number: - -
Address1:* 101 MAIN STREET
Address2:
City:* CITY
State:* ST
Zip:* 12345
Country:
*required
Account Access Rights
Select the Access Rights to assign to this User Account.
This user will have the following Access Rights in MSRB Gateway:
Account Administrator [?]
Agent Designation [?]
Dealer System Outage Report User [?]
EMMA Continuing Disclosure Submissions [?]
EMMA Primary Market Submissions [?]
Electronic G-37 [?]
SHORT System [?]
Force password change on next login.
Disable the user account.
Continue
Return to Account Profile
Return to Accounts
Return to Main Menu

Remove Global Account Administrator

Only the Master Account Administrator can remove the Global Account Administrator role from a user. Once this role is removed, the individual is a User in Gateway who is not assigned to any Group. It is important that the user is granted at least one account access right, otherwise the account will be disabled. Follow the steps below to remove the Global Account Administrator role from a user.

The Master Account Administrator must edit the Global Account Administrator's user profile and remove the **Account Administrator** account access right by deselecting this right then click **Continue**.

Please ensure that the user is granted at least one account access right, otherwise the account will be disabled.


Edit User Account
Account Details
User ID: CDOE
MSRB ID: A7260
Group(s): Group 1 Group 2 Group 3 [?]
For single selection, click once. For single de-selection, ctrl key + "click".
For multiple selection/de-selection, hold down ctrl key & make selections.
Groups that this User belongs to are highlighted in blue.
First Name:* CHRIS
Middle Name:
Last Name:* DOE
Email Address:* cdoe@dealerxyz.com
Confirm Email:* cdoe@dealerxyz.com
Title:
Department:
Phone Number:* 111 - 222 - 3333 Ext.
Fax Number: - -
Address1:* 101 MAIN STREET
Address2:
City:* CITY
State:* ST
Zip:* 12345
Country:
*required
Account Access Rights
Select the Access Rights to assign to this User Account.
This user will have the following Access Rights in MSRB Gateway:
Account Administrator [?]
Agent Designation [?]
Dealer System Outage Report User [?]
EMMA Continuing Disclosure Submissions [?]
EMMA Primary Market Submissions [?]
Electronic G-37 [?]
SHORT System [?]
Force password change on next login.
Disable the user account.
Continue
Return to Account Profile
Return to Accounts
Return to Main Menu

Create Group Account Administrator

To create a Group Account Administrator the Master Account Administrator must grant Account Administrator account access rights to a new or existing user and assign the user to a Group(s).

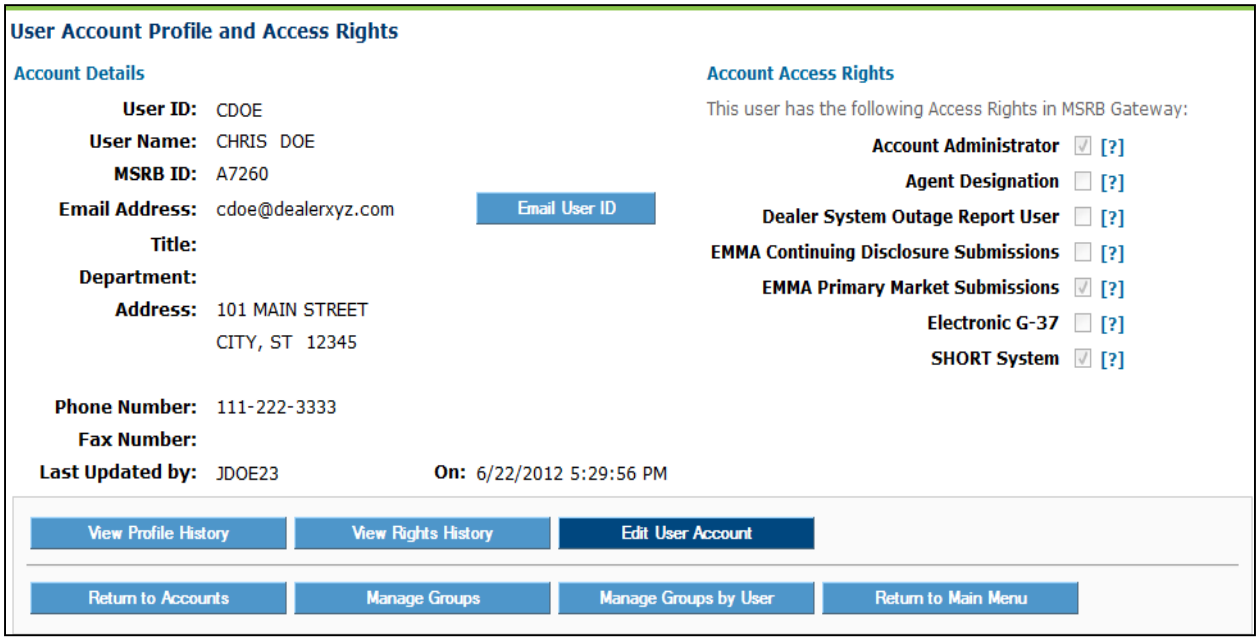
A Group Account Administrator can be created by:

- Adding a Global Account Administrator to a Group,
- Creating a new user with Account Administrator access rights and adding the user to a Group or
- Granting an existing user Account Administrator access rights and adding the user to a Group.

If transferring this right to a new or existing user, Account Administrator access rights must be granted to the user.

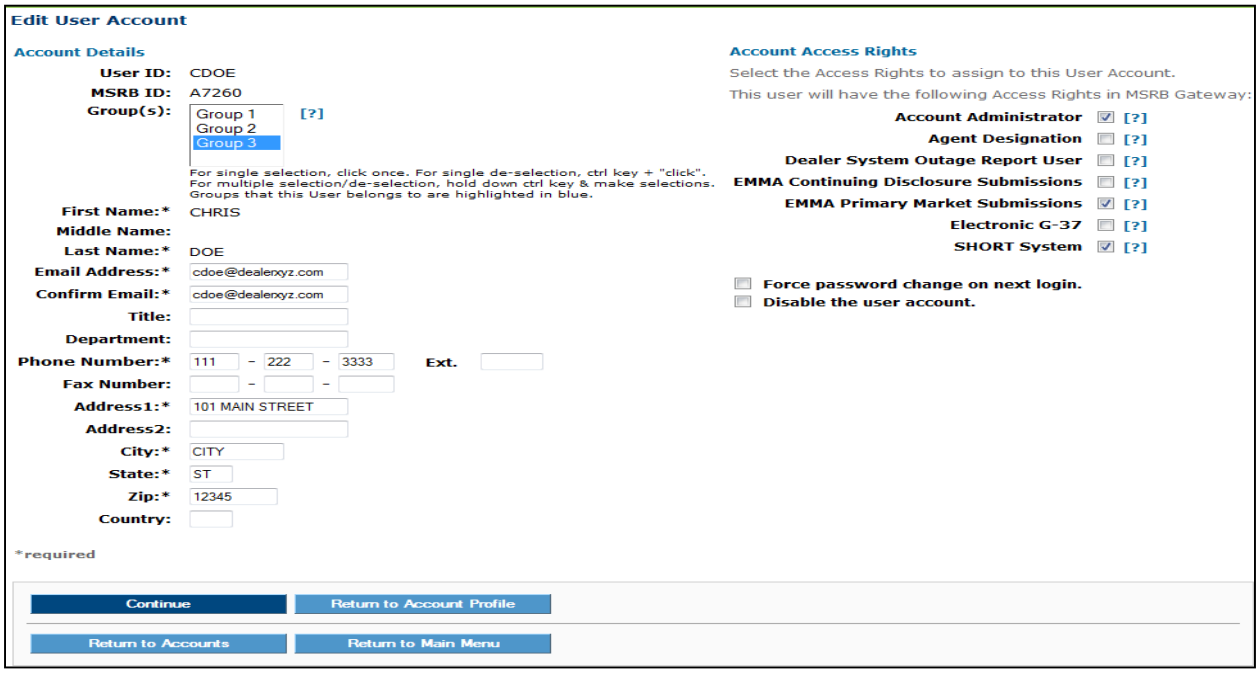
The Master Account Administrator can appoint a Group Account Administrator from the User Accounts screen or use the Manage Groups function. Steps for both methods are described below.

On the User Accounts Screen select an existing user with Account Administrator access rights and edit the user's account.



Under Account Details, a listing of all available groups will be displayed. Select the group(s) you wish to assign to the new Group Account Administrator by clicking on the group(s). To select multiple groups, hold down the control key and select the Groups. (If the group you select has an existing Group Account Administrator, the new group Account Administrator will replace the existing Group Account Administrator).

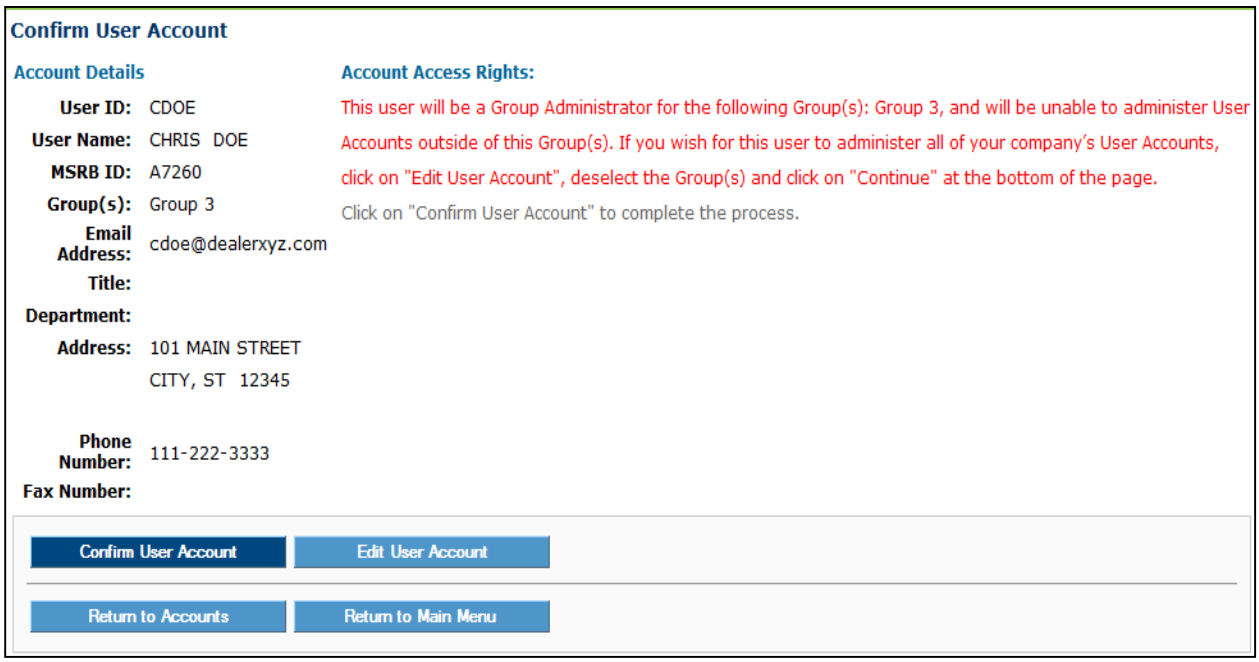
Click **Continue**.


Edit User Account
Account Details
User ID: CDOE
MSRB ID: A7260
Group(s): Group 1 Group 2 Group 3 [?]
For single selection, click once. For single de-selection, ctrl key + "click".
For multiple selection/de-selection, hold down ctrl key & make selections.
Groups that this User belongs to are highlighted in blue.
First Name:* CHRIS
Middle Name:
Last Name:* DOE
Email Address:* cdoe@dealerxyz.com
Confirm Email:* cdoe@dealerxyz.com
Title:
Department:
Phone Number:* 111 - 222 - 3333 Ext.
Fax Number: - -
Address1:* 101 MAIN STREET
Address2:
City:* CITY
State:* ST
Zip:* 12345
Country:
*required
Account Access Rights
Select the Access Rights to assign to this User Account.
This user will have the following Access Rights in MSRB Gateway:
Account Administrator [?]
Agent Designation [?]
Dealer System Outage Report User [?]
EMMA Continuing Disclosure Submissions [?]
EMMA Primary Market Submissions [?]
Electronic G-37 [?]
SHORT System [?]
Force password change on next login.
Disable the user account.
Continue
Return to Account Profile
Return to Accounts
Return to Main Menu

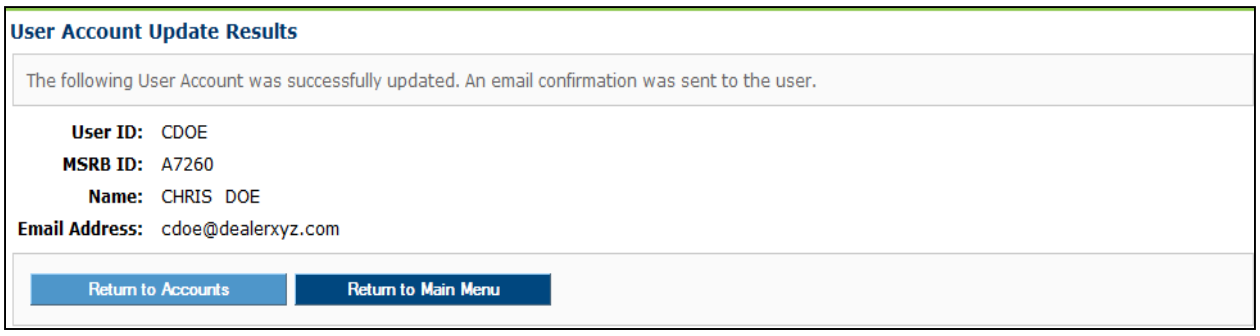
After selecting the group(s), a message appears confirming that the user is the Group Account Administrator for the selected group(s).

If the user is replacing an existing Group Account Administrator, a message will be displayed noting this change.

Click **Confirm User Account**.


Confirm User Account
Account Details
User ID: CDOE
User Name: CHRIS DOE
MSRB ID: A7260
Group(s): Group 3
Email Address: cdoe@dealerxyz.com
Title:
Department:
Address: 101 MAIN STREET
CITY, ST 12345
Phone Number: 111-222-3333
Fax Number:
Account Access Rights:
This user will be a Group Administrator for the following Group(s): Group 3, and will be unable to administer User Accounts outside of this Group(s). If you wish for this user to administer all of your company's User Accounts, click on "Edit User Account", deselect the Group(s) and click on "Continue" at the bottom of the page.
Click on "Confirm User Account" to complete the process.
Confirm User Account
Edit User Account
Return to Accounts
Return to Main Menu

A confirmation screen appears.


User Account Update Results
The following User Account was successfully updated. An email confirmation was sent to the user.
User ID: CDOE
MSRB ID: A7260
Name: CHRIS DOE
Email Address: cdoe@dealerxyz.com
Return to Accounts
Return to Main Menu

The user receives a confirmation email informing him/her that he/she is now a Group Account Administrator for the selected Group(s).

If the new Group Account Administrator replaces an existing Group Account Administrator, the Group Account Administrator being replaced receives a similar email stating that they are no longer the administrator for the Group(s).

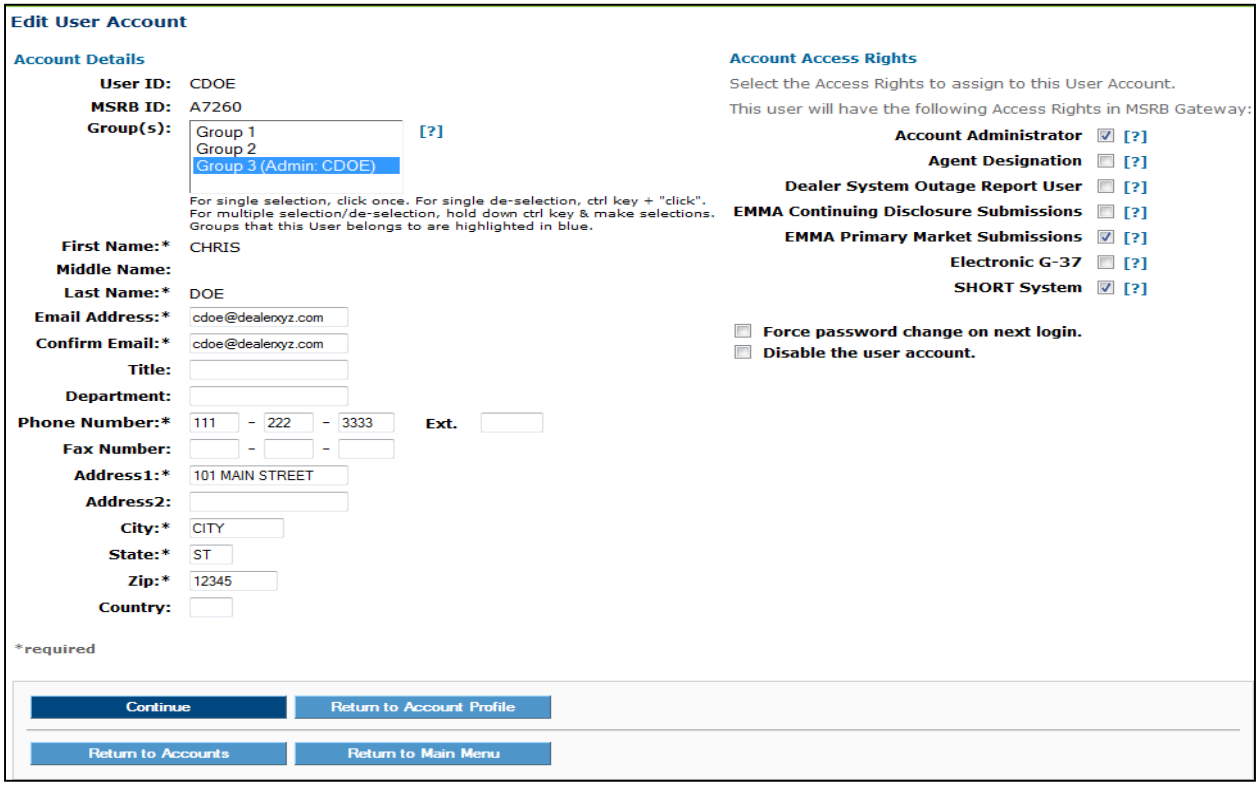
> Please keep this information confidential to prevent unauthorized use of this account.
>
> The MSRB account registered for this email address: CDOE14 has been updated by James Doe (JDOE14)
>
> You are now appointed as Account Administrator of the following Group(s):
> Group 3
>
> You may login and check your account details and update history by going to: http://www.msrb.org/msrb1/control/default.asp
>
> This is a system-generated e-mail PLEASE DO NOT REPLY. REPLIES ARE NOT MONITORED. If you need assistance with your account, please contact an account manager at your organization. You may also obtain more information about MSRB Gateway at: https://www.msrb.org/msrb1/control/default.asp.

Remove Group Account Administrator from a Group

Only the Master Account Administrator can remove the Group Account Administrator from a group. Once this role is removed, the individual is a Gateway user who is not assigned to any Group. It is important that the user is granted at least one account access right, otherwise the account will be disabled.

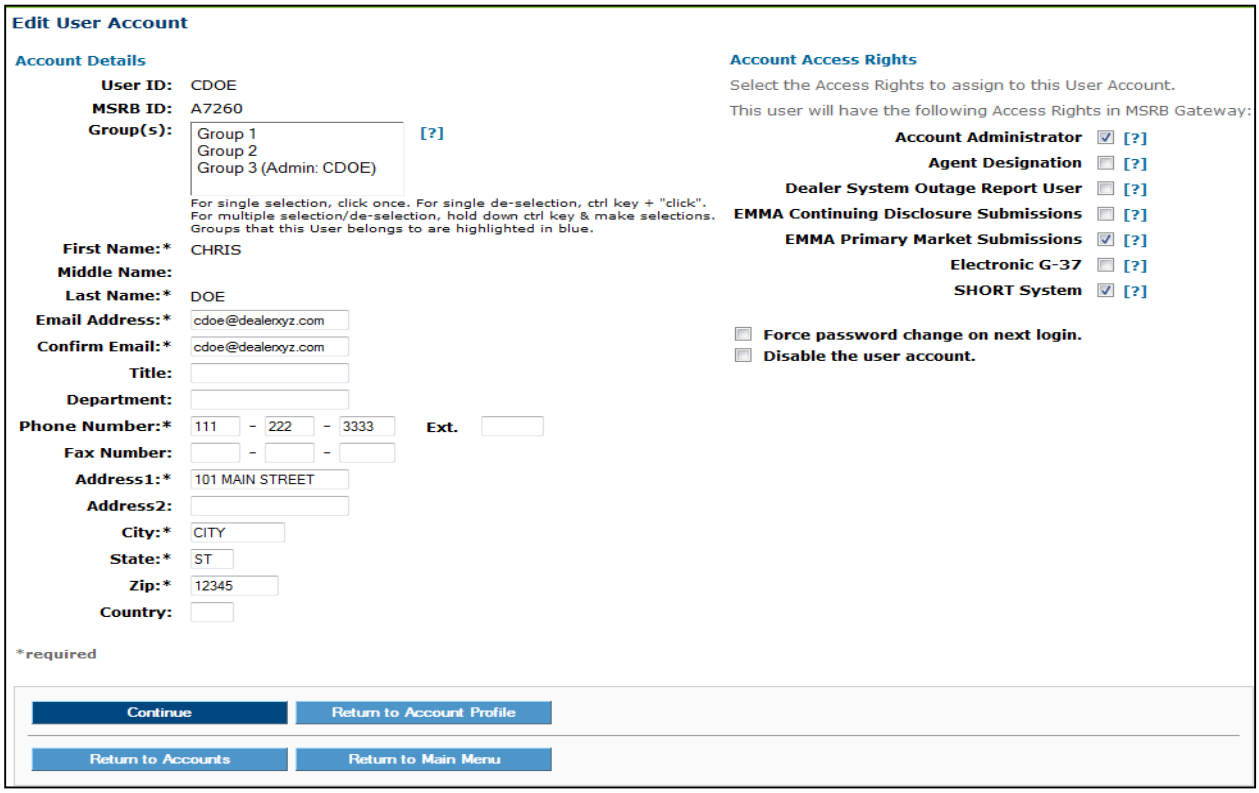
- If the Group Account Administrator is removed from all Groups, but still has Account Administrator rights, he/she will become a Global Account Administrator.
- If the Group Account Administrator is removed from all Groups, and Account Administrator rights are removed, the individual will become a Gateway User who does not belong to any Group.
- It is important that the user is granted at least one account access right, otherwise the user's account will be disabled.

To remove the user's Group Account Administrator role, navigate to the User Account screen and update the desired user's account. The Group(s) managed by the user will be highlighted in blue.

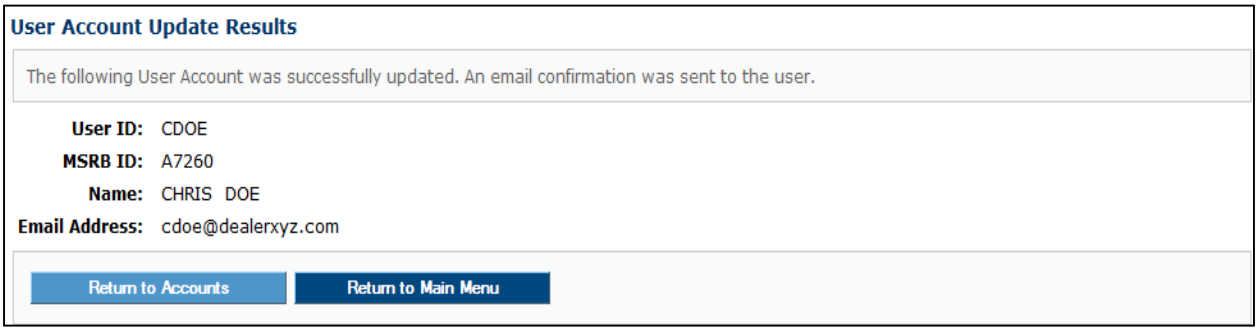

Edit User Account
Account Details
User ID: CDOE
MSRB ID: A7260
Group(s): Group 1 Group 2 Group 3 (Admin: CDOE) [?]
For single selection, click once. For single de-selection, ctrl key + "click".
For multiple selection/de-selection, hold down ctrl key & make selections.
Groups that this User belongs to are highlighted in blue.
First Name:* CHRIS
Middle Name:
Last Name:* DOE
Email Address:* cdoe@dealerxyz.com
Confirm Email:* cdoe@dealerxyz.com
Title:
Department:
Phone Number:* 111 - 222 - 3333 Ext.
Fax Number: - -
Address1:* 101 MAIN STREET
Address2:
City:* CITY
State:* ST
Zip:* 12345
Country:
*required
Account Access Rights
Select the Access Rights to assign to this User Account.
This user will have the following Access Rights in MSRB Gateway:
Account Administrator [?]
Agent Designation [?]
Dealer System Outage Report User [?]
EMMA Continuing Disclosure Submissions [?]
EMMA Primary Market Submissions [?]
Electronic G-37 [?]
SHORT System [?]
Force password change on next login.
Disable the user account.
Continue
Return to Account Profile
Return to Accounts
Return to Main Menu

To deselect a Group, press the Ctrl key and click on that Group. To deselect several groups, hold down the control key and click on the Groups you would like to deselect.

Click **Continue**.


Edit User Account
Account Details
User ID: CDOE
MSRB ID: A7260
Group(s): Group 1 Group 2 Group 3 (Admin: CDOE) [?]
For single selection, click once. For single de-selection, ctrl key + "click".
For multiple selection/de-selection, hold down ctrl key & make selections.
Groups that this User belongs to are highlighted in blue.
First Name:* CHRIS
Middle Name:
Last Name:* DOE
Email Address:* cdoe@dealerxyz.com
Confirm Email:* cdoe@dealerxyz.com
Title:
Department:
Phone Number:* 111 - 222 - 3333 Ext.
Fax Number: - -
Address1:* 101 MAIN STREET
Address2:
City:* CITY
State:* ST
Zip:* 12345
Country:
*required
Account Access Rights
Select the Access Rights to assign to this User Account.
This user will have the following Access Rights in MSRB Gateway:
Account Administrator [?]
Agent Designation [?]
Dealer System Outage Report User [?]
EMMA Continuing Disclosure Submissions [?]
EMMA Primary Market Submissions [?]
Electronic G-37 [?]
SHORT System [?]
Force password change on next login.
Disable the user account.
Continue
Return to Account Profile
Return to Accounts
Return to Main Menu

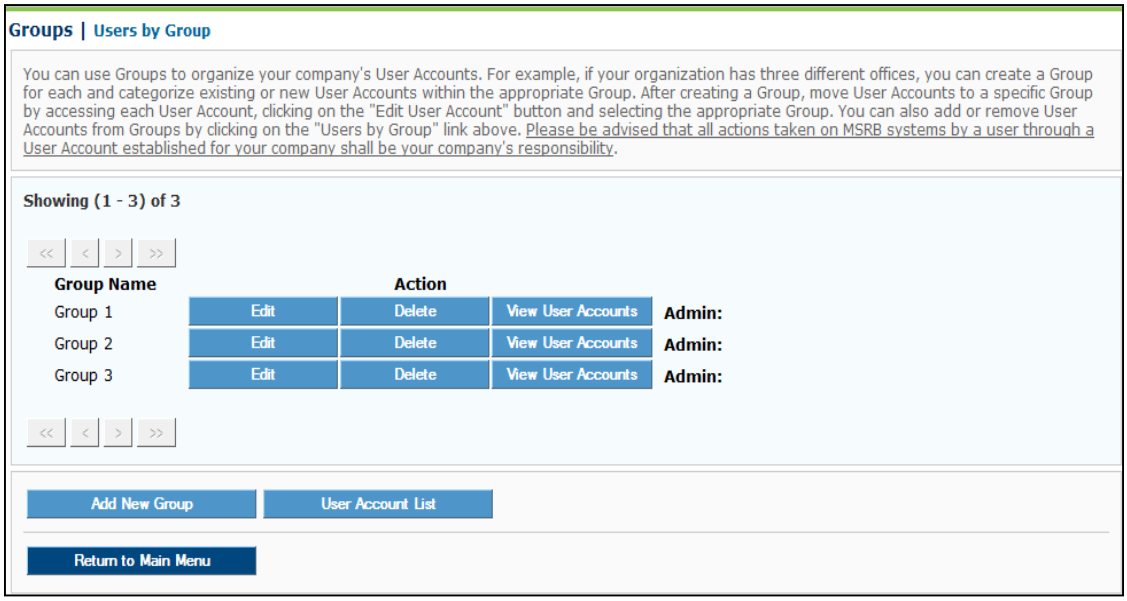
A confirmation screen will confirm updates.


User Account Update Results
The following User Account was successfully updated. An email confirmation was sent to the user.
User ID: CDOE
MSRB ID: A7260
Name: CHRIS DOE
Email Address: cdoe@dealerxyz.com
Return to Accounts
Return to Main Menu

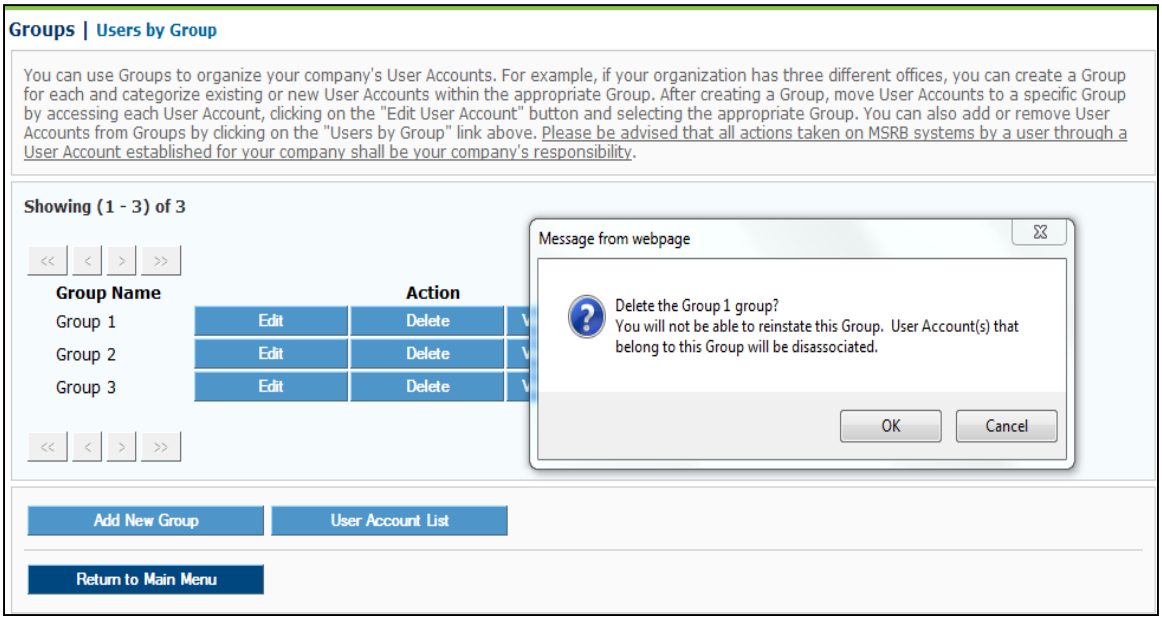
Delete a Group

Only the Master Account Administrator can delete a Group(s). When the Master Account Administrator deletes a Group(s), the user accounts are not deleted, but instead are disassociated from that Group(s). Follow steps below to delete a Group.

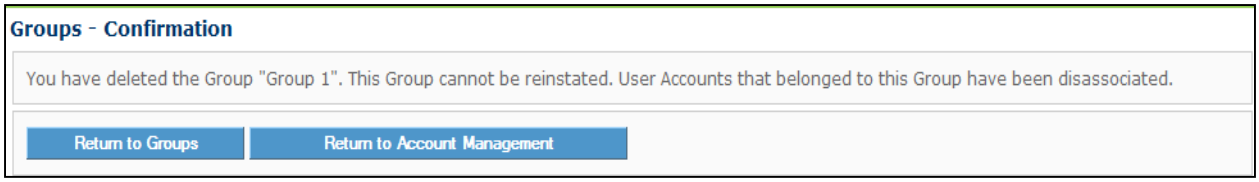
From **Account and Company Management** on the MSRB Gateway Main Menu, select **Manage Groups**. Locate the Group(s) you would like to delete and click **Delete** next to the Group name.


Groups | Users by Group
You can use Groups to organize your company's User Accounts. For example, if your organization has three different offices, you can create a Group for each and categorize existing or new User Accounts within the appropriate Group. After creating a Group, move User Accounts to a specific Group by accessing each User Account, clicking on the "Edit User Account" button and selecting the appropriate Group. You can also add or remove User Accounts from Groups by clicking on the "Users by Group" link above. Please be advised that all actions taken on MSRB systems by a user through a User Account established for your company shall be your company's responsibility.
Showing (1 - 3) of 3
Group Name
Action
Group 1
Edit
Delete
View User Accounts
Admin:
Group 2
Edit
Delete
View User Accounts
Admin:
Group 3
Edit
Delete
View User Accounts
Admin:
Add New Group
User Account List
Return to Main Menu

A dialogue box appears stating that the Group cannot be reinstated once it has been deleted and that users belonging to that Group will be disassociated. After reviewing the message, click **OK** to confirm the deletion.


Groups | Users by Group
You can use Groups to organize your company's User Accounts. For example, if your organization has three different offices, you can create a Group for each and categorize existing or new User Accounts within the appropriate Group. After creating a Group, move User Accounts to a specific Group by accessing each User Account, clicking on the "Edit User Account" button and selecting the appropriate Group. You can also add or remove User Accounts from Groups by clicking on the "Users by Group" link above. Please be advised that all actions taken on MSRB systems by a user through a User Account established for your company shall be your company's responsibility.
Showing (1 - 3) of 3
Group Name
Action
Group 1
Edit
Delete
Group 2
Edit
Delete
Group 3
Edit
Delete
Message from webpage
Delete the Group 1 group?
You will not be able to reinstate this Group. User Account(s) that belong to this Group will be disassociated.
OK
Cancel
Add New Group
User Account List
Return to Main Menu

A confirmation screen appears.


Groups - Confirmation
You have deleted the Group "Group 1". This Group cannot be reinstated. User Accounts that belonged to this Group have been disassociated.
Return to Groups
Return to Account Management